



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following position in the Department

CHIEF OF SECURITY (GMG/SEG 4)
Salary: \$2,469,614.00 - \$2,935,594.00 p.a.
Allowance: \$975,720.00 p.a.

Job Summary

Under the direct supervision of the Postmaster General, the Chief of Security provides leadership and oversees the corporate/physical security functions of the Department, having responsibility for overall corporate security strategy and security architecture development of approximately 600 locations island wide. The scope of duties covers all utilized security technologies and services, including protection services, perimeter defenses, physical and logical access control, and profile management of all employees, contractors and visitors. The incumbent also has responsibility for all data/information security policies, standards, evaluations, roles, and corporate awareness and cooperates with other jurisdictions in the investigation of postal breaches.

KEY OUTPUTS

- Security Plan, Strategy and Procedures developed, implemented and monitored
- Security Audits Managed
- Security compliance rate managed
- Electronic Security System monitored and maintained
- Human, Infrastructure and Technology Protection provided
- Mechanism in place to detect and resolve Security breaches
- Security operations coordinated with external partners
- Employee Safety Programme developed, implemented and monitored
- Disaster Preparedness Programme developed, implemented and monitored
- Corporate/ operational plan and budget in place
- Risk Assessment conducted and managed
- Work Plans developed and performance appraisals conducted
- Intelligence gathering mechanisms developed and managed
- Reports prepared and submitted
- Qualified, efficient and productive staff in place

Key Responsibilities

Management/ Administrative Responsibilities

- Represents the Department at forums, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and Senior Managers and implements changes where necessary;
- Advises and makes recommendations to Postmaster General and Senior Managers on Security policy matters affecting security, safety and disaster preparedness;
- Participates in the strategic planning and operational planning processes for the Department;
- Oversees the effective implementation, compliance and monitoring of security plans to ensure the protection of the Department's employees, fixtures and buildings;
- Prepares the operational plan and accompanying budget for the division;
- Directs and coordinates the activities of the Unit as well as contracted security personnel;

- Develops the Unit Work Plan and supervises direct reports in developing Individual Work Plans;
- Liaises and convenes meetings with the Police, JDF, Customs, various State and Citizens organizations, Parish Councils, Ministry of Health, Airport, Airlines and other relevant agencies;
- Chairs the Occupational Health and Safety Committee; sits as a Member of the Ministry of National Security Border (MNS) Security Committee;
- Delivers, in collaboration with the Human Resource Development Branch, Security training to PTD Staff;
- Promotes and implements the philosophy and practices of Postal Security;
- Deploys security personnel as the situation warrants ;
- Keeps abreast with trends and best practices in security systems.

Technical/Professional Responsibilities

- Leads in the development and implementation of the security strategy for the department designed to provide a high level of security over physical facilities, and data processing while preserving and enhancing facility and system usability;
- Develops and implements flexible security solutions, dictated by the needs of the evolving decentralized business environment in which the department operates;
- Leads in the conduct of audits of Postal Security Systems and procedures and ensures that necessary steps are taken to adjust or resolve inconsistencies;
- Ensures compliance to Postal Safety and Security processes and procedures;
- Determines, as part of a team, current technologies for the improvement of Postal Security and Employees' safety;
- Works closely with the Postmaster General and Deputies, managers, audit and legal counsel to understand corporate requirements related to security and regulatory compliance, and to map those requirements to current security initiatives;
- Directs and manages the design and implementation of safety systems and logistics for cash and mail in transit;
- Ensures that mechanisms are in place to allow for the prompt detection and investigation of security breaches within the Department; the preparation and submission of cases to the Postmaster General and other stakeholders for appropriate decision/action;
- Leads in the development and implementation of systems to investigate and resolve complaints made by the Public in respect of valuables stolen from mail;
- Monitors the electronic security systems and evaluates them to ensure their effectiveness;
- Liaises with the Information Technology division in the Development and maintenance of a computerized mail tracking system and database;
- Coordinates security activities with legal and enforcement agencies to verify breaches of security procedures and attends court as expert witness for the Crown;
- Develops security policies and procedures and ensures their implementation and administration;
- Initiates the suspension or revocation of authorization for persons in breach of security rules;
- Directs the development and implementation of the department's disaster preparedness and emergency plan and strategy to ensure the safety and security of records, office buildings and equipment in case of natural disaster; plans, develops, implements and monitors disaster preparedness programmes
- Liaises with the service providers to ensure that the contracted security services are provided in keeping with the terms and conditions of the contract
- Serves as the department's focal point for security incident response planning and execution;
- Defines and implements an ongoing Risk Assessment program, which will determine identify, and classify critical assets, assess threats and vulnerabilities regarding those assets, and implement safeguard recommendations;
- Formulates and strategizes an island-wide network with law enforcement and other stakeholders; develops and manages intelligence gathering mechanisms on behalf of the department;
- Oversees and manages security and related contractors on a daily basis and ensures compliance;

- Oversees and manages the process of embedding and removal of safes, maintenance and repairs of vaults;
- Directs and manages the implementation and enhancement of a suite of surveillance systems for the Central Sorting Office (CSO), Post Offices, and Mail Vans;
- Evaluates changes to the corporate environment for security impact and presents findings and recommendations to management;
- Participates in the review of applications and/or technology environments during the development or acquisitions process to assure compliance with corporate security policies and directions and assists in the overall integration process regarding the Department's technology environment.

Human Resource Responsibilities

- Participates in recruitment of staff for the division, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff in the Unit are identified and addressed;
- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Unit's and Department's goals;
- Foster an atmosphere of trust, high ethical and confidentiality standards;
- Recommends vacation, sick and departmental leave for direct reports;
- Recommends disciplinary action in keeping with established human resource policies;

Other Responsibilities

- Performs any other related duties assigned.

PERFORMANCE STANDARDS

- Security Policy, Strategy Systems, and Procedures in place and in accordance with the Government of Jamaica Regulations;
- Security systems are operational, and critical workable advice is given to the Postmaster General on security issues – technologies, dealing with security loopholes;
- Reports and Audits are comprehensive and accurate and produced within the agreed timeframe;
- Security systems monitored on a timely basis;
- Disaster and Safety preparedness programmes implemented and are in accordance with GOJ Regulations and the impending Occupational Health and Safety Act (OHSA)
- Safety drills arranged semi-annually in accordance with the stipulated guidelines;
- Investigation of breaches conducted in a confidential manner and within the specified timeframe;
- Security Contracts managed and maintained in accordance with GOJ Procurement Guidelines;
- Profile Management conducted in a confidential manner;
- Mail tracking system monitored and maintained on a timely basis;
- Budget submitted within the agreed timeframe;
- Operational and Work plans reflect the current goals/outlook of the Department and are monitored to ensure targets are achieved;
- Concepts and practices of Postal Security continuously communicated to employees and a 80% to 95% compliance rate achieved;
- Breaches of the regulations and standards investigated immediately and action taken to effect changes where necessary;
- Zero loss of cash - in- transit and mail –in – transit.

Key Competencies

- Possess a high level of integrity
- Respect and maintain confidentiality
- Capacity to think analytically
- Good interpersonal skills
- Strong leadership skills

Qualification, Experience & Training

- First Degree in Management Studies, Business Administration or equivalent
- Certification in Occupation Health & Safety
- Post graduate training in Security Management and Intelligence Methodology, Criminal Justice/Police Science.
- Proficiency in Microsoft Office Suite
- Ten(10) years related work experience with at least four (4) years at the managerial level

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- Extensive traveling island wide
- On Call 24/7
- High Risk Environment
- Exposure to criminal activities
- Own a reliable motor

AUTHORITY

- Signs security service contracts, on behalf of Department
- Recommends Leave
- Authorizes traveling schedules and claims for payment.
- Recommends acting appointments and promotions.

MANAGES

- Deputy Chief of Security
- Assistant Chief of Security
- Postal Crime Analyst
- Postal Security Administrator
- Senior Secretary
- Surveillance Officer

Please forward application along with resume no later than **August 31, 2015** to:

**Senior Director, Human Resource Management
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

NB: Only short-listed candidates will be contacted.