



## **POST AND TELECOMMUNICATIONS DEPARTMENT**

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

### **ASSISTANT CHIEF OF SECURITY (GMG/SEG1) Kingston (Eastern Region)**

#### **JOB SUMMARY**

Under the direction of the Chief of Security (COS), the Assistant Chief of Security is responsible for assisting with the overall objective of the Security Unit, which is to protect the revenue and all other assets associated with the postal service.

The incumbent is also to assist with the Corporate/physical security functions of the Department, provide support for the overall Corporate Security Strategy and Security Architecture Development of the Department in assigned Zone.

#### **KEY OUTPUTS**

- Reports prepared
- Status update provided
- Research conducted
- Security Policy and Procedures monitored
- Security and loss prevention audits conducted
- Security compliance rate maintained
- Security and safety breaches investigated
- Employee safety Programme managed
- Disaster preparedness Programme managed
- Assistance with Risk Assessments provided
- Intelligence gathered
- Routine security and safety inspections conducted
- Assistance with the implementation and promotion of the Philosophy and Practices of Postal Security provided

#### **KEY RESPONSIBILITIES**

##### **Management/Administrative Responsibilities**

The incumbent will be required to:

- Liaise with the Jamaica Constabulary Force, Jamaica Customs Agency, various branches of State and Citizens, Parish Councils, Ministry of Health, and other relevant agencies;
- Liaise with Regional Inspectors and Postmasters on security and safety related matters;
- Conduct security training for PTD Staff;
- Promote the philosophy and practices of Postal Security;
- Assist with the deploying security personnel as the situation warrants;
- Keep abreast with trends and best practices in security systems;
- Issue mail bag seals and clamps to Postmasters;
- Assist with the monitoring and reviewing of performance of contracted security providers.

## **Technical/Professional Responsibilities**

The incumbent will be required to:

- Assist in conducting audits on Postal Security Systems and Procedures, and where there are inconsistencies recommend action to adjust or resolve;
- Assist with ensuring compliance of Postal Safety and Security Processes and Procedures;
- Advise on current technologies for the improvement of Postal Security and the safety of employees;
- Assist with designing and implementing safety systems and logistics for cash in transit;
- Assist with detecting and investigating security breaches, burglaries, mail theft and fraud; Assist with investigating complaints made by the public about stolen valuables;
- Assist with the monitoring and evaluations of the electronic security systems;
- Assist with the development and maintenance of a computerized mail tracking system and database;
- Assist with developing security policies and procedures and ensure their implementation and administration
- Assist with the initiation of suspension or revocation of authorization of persons in breach of security rules;
- Conduct seminars to provide information on Security Policies and Procedures;
- Maintain records of security operations and breaches;
- Monitor security arrangements and make recommendations for corrective action as needed;
- Assist with ensuring the safety and security of records, office buildings and equipment in the event of natural disaster;
- Manage and monitor the disaster preparedness programmes in assigned Zone;
- Conduct interviews for investigative purposes;
- Assist with conducting threat and risk assessments on a regular basis and manage the results;
- Assist with overseeing the process of embedding and removing safes, maintaining and repairing vaults and the cutting and repairing of specific keys and locking mechanisms;
- Develop and manage intelligence gathering mechanisms;
- Manage the suite of surveillance systems in the incumbent's assigned Zone;
- Carry out observation of operations to detect irregularities;
- Respond to and address security and safety issues made by staff members and submit reports to the Chief of Security;
- Assist with the development of a Security Standard Operation Procedures Manual;
- Carry-out background checks on prospective employees;
- Attend hearings of security breaches at the Departmental level and provide evidence;
- Conduct routine security and safety inspection.

## **Other Responsibilities**

Perform any other related duties assigned

## **PERFORMANCE STANDARDS**

- Security Systems Policy and Procedures are administered in accordance with the Government of Jamaica Regulations;
- 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 managed;
- Safety drills conducted in accordance with the stipulated guidelines;

- Investigation of breaches should be conducted in a confidential manner and within the specified timeframe;
- Profile Managements are conducted in a confidential manner;
- Mail tracking system monitored and maintained on a timely basis;
- Concept and practices of Postal Security continuously communicated to employees and a 80% to 95% compliance rate achieved;
- Breaches of the regulations and standards are investigated immediately and action taken to effect changes where necessary.

#### **REQUIRED COMPETENCIES**

- Possess a high level of integrity and confidentiality;
- Strong communication and interpersonal skills;
- Capacity to think analytically;
- Ability to adapt to new situations and environments.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- First Degree in Management Studies, Business Administration or equivalent;
- Training in Security Management and Intelligence Methodology;
- Training in Criminal Justice/Police Science would be an asset;
- Proficiency in Microsoft Office Suite;
- Six (6) years managerial experience in the Security, Investigation and Loss Prevention Industry.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Extensive traveling island-wide
- On call 24/7
- High Risk Environment
- Exposure to criminal activities with local, regional and international reach

#### **AUTHORITY**

- Recommends demotions, suspensions and transfers;
- Collect, collate and safeguard information, data, and evidence in all its various forms and disseminate to authorized personnel on a need to know basis;
- Initiate investigations solely and/or cooperatively into breaches of, but not limited to, the State's, Government's and the Department's rules and regulations, the FAA Act as well as illegal activities and misuse within the postal service.

Please forward resume and application letter no later than March 9, 2018 to:

**Director of Personnel  
Post and Telecommunications Department  
6-10 South Camp Road, Kingston, CSO**

**OR**

[hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)

While we thank all applicants for their interest, only shortlisted candidates will be contacted.