



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the post of Assistant Chief of Security in the Department:

Assistant Chief of Security (Western District) (GMG/SEG 1)-VACANT

Salary range \$1,444,292 - \$1,716,809.00 p.a. and any allowance attached to the post

JOB PURPOSE

Under the direct supervision of the Chief of Security, the Assistant Chief of Security is responsible to assist with the security functions of the Department, providing support for the overall corporate security strategy of the Department in the Western Region (i.e. St. Ann's Bay, Montego-Bay and Savanna-La-Mar Regions).

KEY OUTPUTS

- Reports prepared
- Status updates 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

- Liaises with the Jamaica Constabulary Force, Jamaica Customs Agency, Municipal Corporations and other relevant Government and private entities;
- Liaises with Internal Audit, Human Resource Management, Regional Inspectors and Postmasters on security and safety related matters;
- Conducts Security training to Staff;
- Promotes the philosophy and practices of Postal Security;
- Keeps abreast of trends and best practices in security systems.

Technical/Professional Responsibilities

- Assists in conducting audits on Postal Security Systems and procedures, and where there are inconsistencies recommends movement to adjust or resolve if necessary;
- Assists with ensuing compliance of Postal Safety and Security processes and procedures;
- Advises on current technologies for the improvement of Postal Security and Employees' safety;
- Assists with designing and implementing safety systems and logistics for cash in transit;
- Assists with detecting and investigating security breaches, mail theft, burglaries, fraudulent encashment of local postal orders, cheques, vouchers;
- Assists with investigating complaints made by the Public in respect to valuables stolen from their mail;
- Assists with the monitoring of the electronic security systems and evaluates them to ensure their effectiveness;
- Assist with developing security policies and procedures and ensures their implementation and administration;

- Assists with the initiation of the suspension or revocation of authorization of persons in breach of security rules;
- Conducts seminars to provide information on Security Policies and Procedures;
- Maintains records of Security Operations and Breaches;
- Assists with ensuring the safety and security of records, office buildings and equipment in case of natural disaster;
- Manages and monitors the disaster preparedness programmes in the Western Region;
- Conducts interviews for investigative purposes;
- Assists with conducting threat and risk assessments on a regular basis and manages results;
- Assists with overseeing the process of embedding and removing safes, maintenance and repairs of vaults and cutting and repairing of specific keys and locking mechanisms;
- Carries out observation operations to detect irregularities;
- Responds to and addresses security and safety issues made by staff members and submits reports to the Chief of Security;
- Assists with the development and revision of the Security Standard Operation Procedures Manual;
- Carries out background checks on prospective employees;
- Attends hearings of security breaches at the Departmental level and provides evidence;
- Conducts routine security and safety inspections.

Other Responsibilities

- Attends court hearings
- Performs 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;
- Zero loss of cash in- transit and mail –in – transit.

REQUIRED COMPETENCIES

Core

Possesses:

- Integrity
- Confidentiality
- Oral and written communication skills
- Planning and organizational skills
- Presentation Skills
- Leadership and Interpersonal skills

Is able to:

- Use initiative
- Be adaptability
- Manage external relationships

Technical

Has knowledge of:

- Security mechanisms and architecture
- UPU Security Standards and the Post Office Act (1941)
- Occupational Safety &Health
- Government/Department policies and procedures
- Use of Technology

Possesses:

- Incident Handling & Analysis Skills
- Analytical & Critical Thinking Skills
- Strategic thinking and vision and is methodical

MINIMUM REQUIRED QUALIFICATION 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 of managerial experience in the Security, Investigation and Loss Prevention Industry

Please forward application with resume, no later than **Friday, September 7, 2018 to:**

Director of Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Email at hrunit@jamaicapost.gov.jm

Only short-listed candidates will be contacted.