**POST AND TELECOMMUNICATIONS DEPARTMENT**

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

1. **DePUTY CHIEF OF SECURITY (GMG/SEG 2) - VACANT**

 Salary range $1,852,947 - $2,202,571 p.a.

 Travelling $707,448.00 p.a.

1. **Assistant Chief of Security (GMG/SEG 1) – Vacant**

Salary range $1,444,292 - $1,716,809 p.a.

 Travelling $707,448.00 p.a.

**DePUTY CHIEF OF SECURITY (GMG/SEG 2) - VACANT**

**Job Summary**

Under the direct supervision of the Chief of Security (COS) the **Deputy Chief of Security (GMG/SEG 2)** is responsible for assisting with the overall objective of the Security Unit, which is to protect all the Departments assets associated with the postal system.

The incumbent is also responsible to assist with the corporate/physical security functions of the Department, providing support for the overall corporate security strategy and security architecture development of the Department to include but not limited to:

**Key Responsibilities**

* Liaises with the Police, JDF, Customs, various branches of State and Citizens, Parish Councils, Ministry of Health, Airport, Airlines and other relevant agencies
* Liaises with Internal Audit, Human Resource Management, Regional Inspectors and Postmasters on security and safety related matters
* Conduct Security training to PTD Staff
* Promote the philosophy and practices of Postal Security
* Assist with the deploying security personnel as the situation warrants
* Keeps abreast with trends and best practices in security systems
* Assist with the monitoring and reviewing performance of contracted security providers
* Assist in conducting audits on Postal Security Systems and procedures, and where there are inconsistencies recommend movement to adjust or resolve if necessary
* Assist with ensuing compliance of Postal Safety and Security processes and procedures
* Advises on current technologies for the improvement of Postal Security and Employees’ safety
* Assist with designing and implementing safety systems and logistics for mail van in transit
* Assist with detecting and investigating security breaches.

**Required Skills/Competencies**

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| IntegrityConfidentiality |
| Oral & Written Communication SkillsPresentation SkillsPlanning & Organizational Skills**Minimum Required Qualification & 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

**Assistant Chief of Security (GMG/SEG 1) – Vacant** **Job Summary** Under the direct supervision of the Chief of Security (COS) the Assistant Chief of Security (GMG/SEG 1) 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 system. The incumbent is also responsible to assist with the corporate/physical security functions of the Department, providing support for the overall corporate security strategy and security architecture development of the Department.**Key ResponsibilitIES*** Liaises with the Police, Customs, various branches of State and Citizens, Parish Councils, Ministry of Health, Airport, Airlines and other relevant agencies
* Liaises with Internal Audit, Human Resource Management, Regional Inspectors and Postmasters on security and safety related matters
* Conduct Security training to PTD Staff
* Promote the philosophy and practices of Postal Security
* Keeps abreast with trends and best practices in security systems
* Assist in conducting audits on Postal Security Systems and procedures, and where there are inconsistencies recommend movement to adjust or resolve if necessary
* Assist with ensuing compliance of Postal Safety and Security processes and procedures
* Advises on current technologies for the improvement of Postal Security and Employees’ safety
* Assist with designing and implementing safety systems and logistics
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| * 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
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| Please forward application with resume, no later than **Friday, November 12, 2018** to:**Director, Human Resource Management and Development****Post and Telecommunications Department****6-10 South Camp Road, Kingston, CSO****Email:** **hrunit@jamaicapost.gov.jm*****NB: Only short-listed candidates will be contacted.*** |
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