

**POST AND TELECOMMUNICATIONS DEPARTMENT (PTD)
CAREER OPPORTUNITY**

**SURVEILLANCE OFFICER (SOG/ST 2) (Vacant)
Salary range \$682,443.00 - \$811,210.00 (p.a.)**

Job Summary

The Surveillance Officer is responsible for protecting the Department's assets and the safety of guests and staff through the operation and monitoring of all surveillance systems. The Officer evaluates all employee activities; reports all infractions and suspicious activities and store events in surveillance archive.

Key Responsibilities

- Operates facility surveillance systems in accordance with the requisite standards.
- Operates surveillance equipment such as CCTV (Close Circuit Television) PC Workstations;
- Operates surveillance software applications including but not limited to i-View, iGNet, iGWatch Software, Window Vision Host/Remote Program, and Microsoft Office Suite Program;
- Monitors all security and employee areas to ensure conduct of all postal operations is in accordance with the Department's policies and procedures as well as those established by the Government of Jamaica

Required Competencies

- Sound knowledge of basic law enforcement organizations, activities, terminologies and regulations;
- Sound knowledge of Surveillance Systems;
- Good written and oral communication skills

Qualification, Experience and Training

- Five (5) CSEC subjects at the general level with grades 1-3/GCE O' Level subjects grades A-C including Mathematics/numeric subject and English Language Training-/Certification in CCTV Systems or other surveillance systems.
- One (1) year experience in surveillance security or policing.

For additional information, visit our website **www.jamaicapost.gov.jm**

Please forward application with resume, no later than **Friday, February 28, 2020** to:-

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO
Email: hrunit@jamaicapost.gov.jm**

Only short-listed candidates will be contacted.