



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Proposed Job Title and Job Grade	Director, Security and Safety Services
Post Number	
Unit	Security and Safety Services
Division	
Reports To:	Permanent Secretary
Direct Reports	
Indirect Reports	

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. JOB PURPOSE

Reporting to the Permanent Secretary, the Security Director plans, directs and coordinates the security portfolio of the Ministry, to ensure the security and safety of the Ministry's staff, assets and records while maintaining honesty, integrity and professionalism in the performance of security functions.

B. KEY OUTPUTS

- Review and development of Security Policies and Programmes
- Operational systems and procedures established
- Security Policies and Programmes monitored and evaluated
- Security Plans developed and reviewed
- Security breaches/issues investigated
- Technical Advice provided
- Strategic and Operational Plans developed.
- Annual Budget developed.

C. KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Develops the Security Strategic and Operational plans
2. Formulates the Security Annual Budget.
3. Develops systems and procedures for the operation of the Unit.
4. Convenes and participates in meetings relevant to the role and function of the Unit.
5. Prepares Security operational reports.
6. Ensures efficient and secure systems of filing and storage of records.
7. Prepares and conducts presentations on the role of Security for the Orientation programme

Technical/Professional Responsibilities

1. Researches and establishes current security operational mechanisms and procedures to facilitate a safe and secure working environment
2. Plans, directs, or coordinates security activities to safeguard company assets, employees, guests, or others on company property.
3. Analyses and evaluates security operations to identify risks or opportunities for improvement.
4. Researches and creates or implements security standards, policies, and procedures.
5. Conducts physical examinations of property to ensure compliance with security policies and regulations.
6. Communicates security status, updates, and actual or potential problems, using established protocols.

7. Collects and analyses security data to determine security needs, security programme goals, or programme accomplishments.
8. Writes or reviews security-related documents, such as incident reports, proposals, and tactical or strategic initiatives.
9. Trains organisation members in security rules and procedures.
10. Plans security programme for special and high-risk events.
11. Develops budgets for security operations.
12. Collaborates with the Procurement Unit in ordering security-related supplies and equipment as needed.
13. Coordinates security operations or activities with public law enforcement, fire and other agencies.
14. Assists in the coordination of emergency management and contingency planning.
15. Responds to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
16. Prepares reports or makes presentations on internal investigations, losses, or violations of regulations, policies and procedures.
17. Identifies, investigates, or resolves security breaches.
18. Monitors security policies, programmes or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.

Other Responsibilities

1. Performs other related duties as requested

D. PERFORMANCE STANDARDS

- Security Operations are executed in accordance with industry standards, established procedure, Ministry guidelines and regulations.
- Internal control measures are established and staff made aware.
- Physical examinations of property are conducted according to agreed timelines.
- Operational and strategic plans are complete, prepared to standard format and submitted within established timeframes.
- A feasible budget is developed and submitted within the established timeframe.
- Operational objectives are clearly defined, operations mobilised and staff motivated to achieve objectives.
- Operational reports are complete and submitted within established timeframes.
- Accurate and complete systems of record are maintained.
- Breaches and concerns with recommended solutions to be brought to attention immediately/as appropriate

E. REQUIRED COMPETENCIES (I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Ability to evaluate situations, and react quickly, calmly and effectively in emergency situations and under stressful conditions	
Written Communication		Ability to establish and maintain effective professional relationships with individuals, both internal and external to the organization	
Integrity		Sound judgment and decision making skills, with a practical , problem solving approach	
Team Work & Cooperation		Ability to exercise tact and restraint in the face of direct provocation or unfair criticism	
Initiative		Sound working knowledge of security best practices and legislation affecting the security role	
Compliance		Working knowledge of Microsoft Office Suite	
Time Management			
Interpersonal			
Adaptability			
Customer and Quality Focus			

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

- Knowledge of security and investigative procedures
- Knowledge of supervisory and management practices and principles

(b) Qualifications and Experience

- Bachelor's Degree in Security Management, Public/Business Administration or Social Sciences
- Advanced training in Security Management or Trained Police or Military or Para Military Personnel would be advantageous, plus
- Management or Supervisory Management training
- Six (6) years' experience in a related position

(c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field
- Network within the profession and relevant associations to keep abreast with the industry.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Position entails working long hours and weekends occasionally and routine physical inspection of the facilities/equipment at different ministry locations.
- Required to conduct checks on premises and security personnel outside of normal office hours including public holidays and weekends
- Likely to be faced with threatening and stressful situations in the performance of functions

H. AUTHORITY

- Recommends security improvement mechanisms