



Ministry of
Education, Skills,
Youth & Information

ICO 25-56

CAREER OPPORTUNITY **GUARD (PTSG/PX 2) - VACANT** **SECURITY AND SAFETY UNIT**

JOB PURPOSE:

The incumbent is responsible to provide general security services by protecting the Ministry's property and staff by at any of the following locations:

- 2-4 National Heroes Circle
- 37 Arnold Road
- Old Harbour Regional Office
- May Pen Regional Office

REQUIRED EDUCATION AND EXPERIENCE:

- Four (4) passes in GCE "O" Level, CXC or equivalent, including English Language and a numeric subject.
- Certificate in Industrial Security Operations NVQJ Level 1
- Two (2) to three (3) years experience in a similar position.

REMUNERATION PACKAGE:

Pay Band 4 Salary Scale: \$1,711,060.00 to \$2,301,186.00 per annum.





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FOR FURTHER INFORMATION, PLEASE CONTACT THE SENIOR HUMAN RESOURCE OFFICER AT EXT. 5945
INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, APRIL
11, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION & YOUTH
2 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES
WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Guard x40
JOB GRADE:	PTSG/PX 2
POST NUMBER:	77681 - 77720
DIVISION:	Corporate Services/ PSAMOS
REPORTS TO:	Guard Supervisor
MANAGES:	N/A

This document will be used as a management tool and will specifically enable the classification of the position and the evaluation of the performance of the post's incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Director/Manager/Supervisor

Date

Head of Department/Division/Unit

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Branch:

To contribute to the overall success and resilience of the Ministry through effective protection of its staff, physical assets and reputation from security threats and vulnerabilities.

Job Purpose:

The incumbent is responsible to provide general security services by protecting the Ministry's property and staff by at any of the following locations:

1. 2-4 National Heroes Circle
2. 37 Arnold Road
3. Old Harbour Regional Office
4. May Pen Regional Office

Key Outputs:

- Annual Work Plan Prepared
- Assigned areas patrolled and monitored
- Suspicious activities reported
- Surveillance cameras monitored;
- Property inspected
- Gatherings and crowd monitored
- Incoming and outgoing vehicles accurately logged
- Pedestrian and vehicular traffic monitored
- Items entering the Unit checked

Key Responsibility Areas

- Provides proactive security services in ensuring the efficient and effective coordination of activities to protect the Ministry's properties by
 - guarding and securing premises by monitoring all entrances and fences and patrolling and monitoring assigned areas;
 - routinely inspecting the property for any suspicious activities.
 - reporting suspicious activities by notifying supervisor or the police of any situation requiring immediate or prompt attention
 - monitoring surveillance cameras where assigned;
 - inspecting property e.g checking all doors in and outside of buildings to be sure they are locked when vacant, locks doors found to be left unlocked

- accurately logging in and out vehicles after lifting security barrier to allow entry and exit to and from the Ministry
- monitoring pedestrian and vehicular traffic
- logging items entering the Ministry in keeping within the policies and operations.
- Provide routine customer service functions by:
 - assisting with receiving and screening visitors to the Ministry;
 - providing relevant information as deemed appropriate;
 - guiding customers to safety in cases of emergency such as fire or earthquake
 - giving lost and found assistance where customers may have misplaced items
 - escorting customers to their vehicles where necessary or deemed appropriate for security purposes

Other

Performs other related functions assigned from time to time related to the core functions.

Performance Standards:

- Motor Vehicles entering and leaving the Unit logged on a daily basis;
- Pedestrian and vehicular traffic monitored and controlled on a daily basis;
- Items entering or leaving the Ministry checked on a daily basis.
- Comprehensive security coverage is provided to Ministry staff, assets and visitors to the Ministry;
- Comprehensive records of items/articles leaving and entering the premises are kept and maintained;
- Periodic and thorough checks/patrols of the compound are made throughout the day in an effort to support a safe environment for visitors and employees;
- Quality customer service is meted out to all staff and visitors to the Ministry.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)		Purpose of Communication
Heads of Units/Divisions/Agencies		To provide/obtain information
MOEY Staff		To provide or receive information

Contact (Title)	Purpose of Communication
Internal Auditors	To provide Information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Visitors to the MOEY	To provide or receive information
Jamaica Constabulary Force	Re security breaches and/or incidences

Required Competencies:

Core

- Excellent verbal communication skills
- Good interpersonal skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to work independently without close supervision
- High level of stress tolerance
- Thorough and accurate in undertaking tasks.
- Organizing Skills
- Surveillance and observation skills

Technical

- Knowledge of public safety , security operations and procedures

Minimum Required Education and Experience:

- Four (4) passes in GCE “O” Level, CXC or equivalent, including English Language and a numeric subject.
- Certificate in Industrial Security Operations NVQJ Level 1
- Two (2) to three (3) years experience in a similar position.

Authority:

- Screen and deny or allow entry to compound and buildings
- Conduct security checks vehicles entering and leaving the Ministry

Specific Conditions Associated with the Job:

- Typical work environment
- Required to work beyond normal hours from time to time
- Required to work on weekends or public holidays
- Will be required to work outside of typical office environment
- Likelihood of being faced with threatening and stressful situations in the performance of duties

Validation of Job Description:

This job 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
Created/revised

Date