



Ministry of
Education, Skills,
Youth & Information

ICO 25-55



CAREER OPPORTUNITY

GUARD SUPERVISOR (PTSG/PX 3) - VACANT

SECURITY AND SAFETY UNIT

JOB PURPOSE:

The incumbent is responsible to oversee and provide general security services by coordinating the activities of security guard teams by ensuring proper deployment and coverage of designated areas, ensuring the effectiveness and efficiency of security operations while providing leadership and support to the Guards.

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 5 Salary Scale: \$2,190,302.00 to \$2,945,712.00 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 Supervisor
JOB GRADE:	PTSG/PX 3
POST NUMBER:	77679, 77680
DIVISION:	Corporate Services/ PSAMOS
REPORTS TO:	Property Manager
MANAGES:	Guard (PTSG/PX 2)

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 Unit:

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 oversee and provide general security services by coordinating the activities of security guard teams by ensuring proper deployment and coverage of designated areas, ensuring the effectiveness and efficiency of security operations while providing leadership and support to the Guards.

Key Outputs:

- Annual Work Plan prepared
- Leadership to staff through effective deployment, monitoring provided
- Safety risk assessed and monitored
- Assigned areas patrolled and monitored
- Reports prepared and submitted
- Surveillance cameras monitored;
- Property patrolled and inspected
- Gatherings and crowd monitored
- Incoming and outgoing vehicles accurately logged
- Pedestrian and vehicular traffic monitored
- Items entering the Unit checked
- Performance appraisals conducted

Key Responsibility Areas

- Provides proactive security services in ensuring the efficient and effective coordination of activities to protect the Ministry's properties.
- Guards and secures the premises by monitoring all entrances and fences and patrolling and monitoring assigned areas;
- Routinely inspects the property for any suspicious activities.
- Reports suspicious activities to the relevant authorities of any situation requiring immediate or prompt attention
- Monitors surveillance cameras where assigned;
- Inspects 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
- Monitors pedestrian and vehicular traffic

- Logs items entering the Ministry in keeping within the policies and operations.
- Ensures visitors to the Ministry are screened in accordance with the security protocols;
- Provides relevant information as deemed appropriate;
- Guides customers to safety in cases of emergency such as fire or earthquake
- Gives lost and found assistance where customers may have misplaced items
- Escorts customers to their vehicles where necessary or deemed appropriate for security purposes.

Management Responsibilities

- Manages work schedules ensuring adequate staffing levels at different sites;
- Handles security incidents that require escalation beyond the capabilities of individual guards by coordinating responses and liaising with authority where necessary;
- Maintains an inventory of security equipment;
- Maintains accurate records of security incidents, patrols and other activities and preparing reports for management review;
- Builds relationships with internal units, law enforcement entities and other relevant stakeholders to enhance security capabilities and information sharing.

Human Resource Responsibilities:

- Assesses the performance of guards through regular evaluation and provide feedback for improvement;
- Conducts monthly and other ad hoc staff meetings as required.
- Ensures that staff adheres to the policies and procedures of the Ministry and the Branch/Sections;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Fosters teamwork, a harmonious working environment, and promotes collaborative working relations.
- Conducts performance appraisals of staff supervised for the required purpose and at required intervals.

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.

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

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
Security Services	To provide or receive information

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
- Attention to details
- Organizing Skills

- Surveillance and observation skills

Technical

- Knowledge of public safety , security operations and procedures
- Knowledgeable of Basic Cardiopulmonary Resuscitation (CPR) and First Aid practices

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 To:

- Conduct security checks vehicles entering and leaving the Ministry
- Recommend vacation leaves
- Approve departmental and sick leaves

Specific Conditions Associated with the Job:

- Typical work environment
- Exposure to potential danger
- Exposure on a daily basis to the elements of sun, wind, dust and rain
- Required to sit/stand and patrol the location
- Required to work beyond normal hours from time to time
- Required to work on weekends or public holidays

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

Date Created/revised