



OFFICE OF THE SERVICES COMMISSIONS
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CIRCULAR No. 174
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4th July, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Director, Property, Security and Emergency (GMG/SEG 3)** in the **Corporate Planning and Administration Division, Ministry of Finance and the Public Service**, salary range \$2,246,451 - \$2,670,325 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for the monitoring the Security Operations of the Ministry, as well as the development and implementation of Security policies, regulations, rules and norms and to ensure that the organization is safe for employers and visitors. The Director has to develop and implement emergency mechanisms/strategies that will alleviate threats to safety, thereby creating an environment where employees, visitors and property are safe and well-protected.

Key Responsibilities

- Designs and co-ordinates a comprehensive security management system for the Ministry's plant and grounds;
- Develops and implements an Emergency Management/Disaster Preparedness plan for the Ministry;
- Co-ordinates and supervises activities for the maintenance of the physical facilities, as well as for utility conservation;
- Leads and manages the Property Security and Emergency Management Branch in the achievement of the above-mentioned Strategic Objectives.

Required knowledge, Skills and Competencies

- Sound appreciation of Government's policies and programmes;
- Good knowledge of Disaster and Emergency Management Planning;
- Excellent knowledge of Risk Management and Security procedure issues.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration, Management Studies or other equivalent qualification;
- Three to five (3-5) years working experience within the Jamaica Defence Force (JDF) or Jamaica Constabulary Force (JCF) or in Property Management or Asset Management.

Applications accompanied by résumés should be submitted **no later than Friday, 13th July, 2018 to:**

Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4

Email: hrapplications@mof.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**