



Ministry of National Security

VACANCY NOTICE

Applicants are invited from suitably qualified candidates to fill the post of:

DIRECTOR, PROTECTIVE SECURITY (GMG/SEG 5)
PROTECTIVE SECURITY BRANCH
[TWO (2) YEAR CONTRACT]

SALARY SCALE: \$3,263,736.00 - \$3,879,557.00
TRAVELLING: \$1,542,864.00

JOB PURPOSE:

Under the direction of the Chief Technical Director (CTD), the incumbent is responsible for providing strategic level advice and guidance as it relates to the formulation and implementation of the protective security policies and strategies employed by the Ministry of National Security for the protection of government buildings, material resources as well as firearms control. The incumbent will also ensure that these strategies are subject to rigorous risk assessment processes prior to and during implementation.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Formulates achievable national protective security policies;
- Conducts legislative reviews to continuously evaluate the relevance and effectiveness of existing legislation in keeping with international, regional and local obligations;
- Assesses risks, threats and vulnerabilities of airports, aerodromes and seaports by ensuring that regular audits, surveys and inspections are conducted;
- Monitors the polity direction for the Firearm Licensing Authority, Private Security Regulation Authority and the Justice Protection Unit through consultation with the Minister, Permanent Secretary, Chief Technical Director and Heads of the respective entities;
- Ensures that relevant local legislation related to the security of the ports and continuously reviewed and are kept current with international, regional standards and best practices;
- Coordinates the implementation and adoption of general protective security policies and practices across Government through the establishment of a Department Security Officer (DOS) network;
- Maintains effective working relationships with all stakeholders to facilitate collaboration on operational ports security issues and the setting of relevant security standards for the protection of the Government to include its assets, reputation etc.;
- Ensures that adequate security vetting standards are maintained and monitored on a regular basis within the Ministry and its Agencies;
- Reports regularly to the Minister, Permanent Secretary and Chief Technical Director on the implementation of security policies and standards across Government, its Department and Agencies;
- Represent the Ministry on protective security issues locally, regionally and internationally;
- Oversees the development of the Ministry's security plans, risk management framework and contingency plans and advises the Minister, Permanent Secretary and Chief Technical Director accordingly;
- Oversees the management of security breaches in the Ministry, its Department and Agencies as well as other Government bodies (including overseas missions) and at vital installations and participation in the development of mitigating strategies to prevent any re-occurrences;
- Initiates and oversees the investigation of all security breaches identified or reported in the Ministry and provide report for the Permanent Secretary;
- Provides guidance and assistance to Government Department, Agencies and Organisations in Jamaica and overseas in order to enable them to effectively implement agreed security policy areas;
- Creates an effective team within the Unit to achieve its objectives and targets;
- Provides day-to-day leadership and direction in development and continual performance of staff.
- Oversees and manages the unit's activities and operations;
- Ensures that all required processes, systems and controls are in place within the Unit to facilitate the effective and efficient achievement of its objectives;
- Submits PMAS documentation (Unit and Individual Work Plans, Performance Reviews) to HR.

- Manages the Unit's budget and ensures the effective and efficient use of resources;
- Ensures that annual plans are consistent with policies and reflect financial targets in collaboration with the Principal Finance Officer.

REQUIRED COMPETENCIES:

- Excellent strategic leadership and management skills
- Sound analytical and strategic thinking;
- Excellent communication (written and oral) skills;
- Sound knowledge of government policy and planning processes;
- Excellent knowledge and understanding of policy and legislation areas covered by the Unit;
- Sound knowledge of security measures and techniques for personnel, buildings and information;
- Sound knowledge of the general operations of the machinery of government and different ministries and the role, function and operation of Cabinet and Parliament;
- Knowledge of the Civil Service Staff Orders
- Knowledge of the Official Secrets Acts
- Sound personal and professional integrity;
- Strong customer orientation skills;
- Sound knowledge of the principles and practices of the public sector, procedures, rules, regulations and processes;
- Excellent leadership and team building skills;
- Excellent planning, organizing, analytical and negotiating skills;
- Excellent judgment, decision making and problem solving skills.
- Knowledge of Microsoft Office Suite

MINIMUM QUALIFICATION AND EXPERIENCE:

- Master's Degree in Public Sector Management or relation field;
- Specialized training in security auditing and inspection;
- Training in aviation security, IT security etc. would be an asset;
- Experience in policy development and preparation of Cabinet Submissions;
- At least five (5) years' experience at a senior management level in an advisory capacity.

SPECIALIZED TRAINING:

- Cabinet Submission/Cabinet Note preparation
- Protective Security Operations;
- Information, Document and Personnel Security;
- Management of Intelligence;
- Security Risk Management;
- Vetting/Background Checks processes

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to travel locally and overseas
- Exposure to Firearms and other assorted weapons, ammunition, explosives and other hazardous materials;
- Hostile environments, personal threats and victimization;
- Exposure to rodent and other forms of infestations;
- Exposure to toxic substances

Interested persons should forward their applications and résumés **NO LATER THAN Wednesday, February 20, 2019**, to the:-

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5

Email: jobopp@mns.gov.jm

Subject: Director, Protective Security (GMG/SEG 5)

Please note that only shortlisted applicants will be contacted.