

VACANCY

Applications are invited from qualified persons for the position of:

DIRECTOR OF SECURITY (GMG/SEG 2)

Regional Office

Salary Range: \$4,266,270.00 - \$5,737,658.00 per annum

The Western Regional Health Authority (a Statutory Body under the Ministry of Health and Wellness) is currently seeking to employ a **DIRECTOR OF SECURITY**. Under the general supervision of the Regional Director, the Director of Security is responsible for the development and implementation of effective safety and security strategies, policies and procedures across the Region. The incumbent is responsible for ensuring the protection of the organization's assets and facilities as well as the protection of staff and clients. The Director is also responsible for providing guidance to in-house security personnel and overseeing the operations of outsourced security personnel.

KEY RESPONSIBILITIES:

- ◆ Prepares, submits and manages the annual budget for the Unit
- ◆ Leads in the development of the Operational Safety and Security Plan for the Region
- ◆ Directs the development of policies and strategies in collaboration with management, local and national security forces in order to prevent the organization from being exposed to unnecessary risks
- ◆ Coordinates responses with security personnel and the appropriate heads of department to respond to emergencies such as medical, bomb threats, fire and intrusion by following emergency response procedures
- ◆ Leads the planning and coordination of safety and security drills
- ◆ Ensures systems of control are developed and implemented to protect the organization's assets and properties as well as to secure against damages and theft by both employees and all other users of the facilities
- ◆ Liaises and maintains a working relationship with the management of the security forces so that general trends/information on national security is accessible
- ◆ Keeps management informed about national security issues, security issues in communities where the organization operates as well as areas where employees reside
- ◆ Recommends and implements the adoption and improvement of appropriate security communication, surveillance equipment and systems
- ◆ Ensures that all facilities have the relevant emergency evacuation protocols and the relevant signages are in place
- ◆ In collaboration with the Parish Administrators/Hospitals Administrators, ensure that emergency assembly points are identified and established for all facilities
- ◆ Attends heads of department and departmental meetings and provides updates on safety and security-related matters

- ◆ Identifies, investigates and resolves security breaches
- ◆ Ensures that staff members are aware of and follow security procedures and guidelines through training programs and assessments
- ◆ Coordinates and facilitates the preparation of safety inspections/drills by internal and external officers/entities
- ◆ Carries out periodic inspections through the Region and examines the perimeter enclosures, checks for physical, chemical and electrical hazards and security threats and submits a written report of any findings to the Regional Director
- ◆ Monitors the performance of private security officers contracted by the organization
- ◆ Carries out spontaneous checks of both internal and Private Security Officers and Closed-Circuit Television Officers on their locations to ensure alertness and accountability
- ◆ Investigates complaints and irregularities such as theft of staff, clients and the organization's properties and submits written reports to the Operations Manager
- ◆ Ensures that a proper system is in place to secure all keys at the close of business and are available for retrieval at the start of work
- ◆ Ensures that systems are in place to effectively control access to premises, and identification of employees, visitors and service personnel
- ◆ Holds quarterly/bi-monthly meetings with Private Security providers to address concerns
- ◆ Formulates and implements/enforces existing/new security-related procedures and protocols
- ◆ Orders security-related supplies and equipment as needed as well as provides specifications and internal estimates
- ◆ In collaboration with the Training Unit assists with the planning, coordination and execution of safety and security training sessions
- ◆ Assists with the design and implementation of loss prevention procedures and strategies as well as assists with emergency management and contingency planning
- ◆ Assists with the coordination with the Office of Disaster Preparedness and Emergency Management as well as the Municipal Corporation and the Fire Department prior to or in the event of natural or manmade disasters

Human Resource/Administrative:

- ◆ Represents the organization regionally and internationally at seminars and conventions as required
- ◆ Provides leadership and technical support to staff through effective objective setting, delegation and communication
- ◆ Assists with the orientation of new employees so that they are aware of what is expected of them
- ◆ Ensures that the work environment is conducive to a high level of productivity and free of health and safety hazards
- ◆ Conducts periodic departmental meetings so that all employees have the opportunity to hear department updates and express their concerns
- ◆ Assists with the selection/employment of security consultants and contractors
- ◆ Collaborates with the Training and Development Unit to establish and monitor a planning cycle for the training & development of human resources
- ◆ Performs administrative functions for staff of the Unit; this includes conducting performance appraisals for staff directly supervised
- ◆ Performs other job-related functions assigned or as necessary to maintain the performance standards of the Unit

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- ◆ Excellent knowledge of current and advancing security policies and procedures
- ◆ Knowledge of Government's Policies and Procedures
- ◆ In-depth knowledge of security systems including surveillance equipment, access control and proxy patrol guard tour system
- ◆ Working knowledge of the Private Security Industry and the Private Security Regulation Authority
- ◆ Understanding of security issues and ability to identify gaps/threats
- ◆ Ability to communicate effectively orally and in writing
- ◆ Good interpersonal skills and people management
- ◆ Strong decision-making and critical thinking skills
- ◆ Excellent leadership, networking and relationship-building skills
- ◆ Excellent analytical and problem-solving skills
- ◆ Good planning, organizing and time management skills
- ◆ Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations
- ◆ Ability to prioritise among conflicting demands
- ◆ Excellent skills in teamwork and cooperation
- ◆ Ability to work harmoniously with a diverse group of people at various levels externally and internally
- ◆ Ability to exercise tact and diplomacy in dealing with sensitive and confidential employee situations
- ◆ Excellent integrity/ethics exercised in the performance of duties
- ◆ Maintains a high level of productivity and self-direction

SPECIFIC CONDITIONS ASSOCIATED WITH THE JOB:

- ◆ May be required to work outside of normal working hours, weekends and public holidays
- ◆ May be required to work during/ imminent natural disasters
- ◆ May be required to give evidence in court/ disciplinary hearings as a witness
- ◆ Will be required to travel within and outside of the Region

MINIMUM QUALIFICATION & EXPERIENCE:

- ◆ Bachelor's Degree in Management, Public Administration or Equivalent
- ◆ Training or exposure in the Military/Police Force at a high-ranking level would be an asset
- ◆ Minimum of three (3) years experience in a similar capacity

Application letter along with detailed resume should be submitted no later than

February 6, 2026 to:

**The Manager
Human Resource Management
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
St. James**

e-mail: wrojobs@wrha.gov.jm

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED