



# CAREER OPPORTUNITY

*The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.*

## SECURITY/WATCHMAN (Level 1)

### **QUALIFICATION AND EXPERIENCE:**

- Secondary School Graduate.
- Demonstrated literacy and numeracy.
- Minimum of three (3) years' experience in an environment interacting with the public

### **PRINCIPAL DUTIES/RESPONSIBILITIES/SKILLS:**

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but not limited to the following:

- Good command of written and spoken English
- Eye for details/good memory
- Good customer relation skills
- Capable of attracting respect from others
- Should be firm but fair.
- Visitors are courteously interviewed and logged in; the process is completed by logging out.
- All vehicles on the compound must be recorded on entry and exit.
- All equipment leaving the compound must be logged and where equipment is Agency property, the appropriate release seen and retained.
- Courteous advice to visitors whose attire is deemed to be inappropriate for entry to the premises.
- Maintain register of visitors.
- Logging the movement of vehicles in and out of the compound.
- Utilization of the established mechanism to record the movement of equipment in/out the premises.

**Salary: \$969,653.00 per annum**

**Submitted application in writing no later than  
December 10, 2024, to:**

**Human Resource Manager  
National Works Agency,  
140 Maxfield Avenue,  
Kingston 10 or  
email: [recruitment@nwa.gov.jm](mailto:recruitment@nwa.gov.jm)**

**The Agency thanks all applicants in advance.  
Only individuals short-listed will be contacted.**