



PRIVATE SECURITY REGULATION AUTHORITY

The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to engage the services of the following posts **ONE** year **CONTRACT** for its **Montego Bay Regional office.**

3.

ADMINISTRATOR (LEVEL 7)

Salary - \$1,483,864.00 – \$1,783,849.00 p.a.

Summary of Duties

To promote and ensure the maintenance of the required standards in the Security Industry. Ensure that policies and directives relating to the Regulation and Licensing process are carried out; and to ensure compliance with the Private Security Regulation Authority Act relating to registration and certification of Security Guards, Companies and Security Industry Personnel.

Qualification and Experience

1. Associate Degree/Diploma in Administrative Management/Management Studies.
2. At least four (4) G.C.E. O' Level/CXC subjects including English Language, Office Procedures/Practice
3. At least three (3) years' experience in an administrative position with at least one (1) year in a supervisory/administrative position.

Specific Knowledge and Competencies Required

- Strong leadership skills
- Good research and analytical skills/problem solving
- Excellent interpersonal and communication skills
- Meticulous/detailed
- Ability to work on own initiative
- Good command of English Language
- Sound knowledge of the computer/PSMS Software
- Expert Knowledge of PSRA Act & Regulations
- Deep knowledge of the Security Industry
- Knowledge of modern Public Administrative Practices

Key Outputs

- Interview new individual applicants
- Vet requirements on application forms
- Accurate documentation of company files
- Security personnel and companies monitored in terms of registration and renewal of licences
- Security personnel advised of registration requirements under the law
- Provide customer service to all stakeholders

Private Security Regulation Authority
12 Ocean Boulevard (6th Floor), Kingston
applications@psra.gov.jm.

Only shortlisted applicants will be contacted.