



## **PRIVATE SECURITY REGULATION AUTHORITY**

### **VACANCY NOTICE**

**JOB TITLE : EXECUTIVE DIRECTOR**

**JOB GRADE : LEVEL 11**

**DEPARTMENT : SENIOR EXECUTIVE OFFICE**

**REPORTS TO : BOARD OF DIRECTORS**

**MANAGES : Operations Manager, Finance & Accounts Manager,  
HR/IR Manager and Systems Administrator**

**SALARY SCALE : \$3,424,267-\$4,070,378 PER ANNUM PLUS  
Fixed Motor Vehicle Allow. \$1,341,624 PER ANNUM**

#### **JOB PURPOSE**

- To ensure that a strategic plan is in place; that an operation plan and budget are prepared, that work programmes are drawn up, executed and evaluated and that periodic reports are submitted to the Minister of National Security and to Parliament;
- To represent the interest and position of the Ministry, as appropriate, in matters relating to the private security industry and which fall within the purview of the Act;
- To perform line functions, as necessary, in the process of carrying out the functions of the Authority;
- To represent the Ministry & Authority locally and internationally at seminars and conferences – develop linkages and best practices for industry;

## **KEY OUTPUTS**

- Strategic and operational plans in place
- Work plans developed
- Technical advice and guidance
- Monthly reports produced
- Performance management systems in place and supported

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

## **PRINCIPAL/KEY RESPONSIBILITIES**

- Leads the Managerial team in the strategic /corporate and operational planning of the programmes of the Authority;
- Formulates, review and amends the operating policies and guidelines for transacting the business of the Authority;
- As the “accountable officer” ensures that appropriate accounting systems are in place, monitor expenditure, receipts and financial practices so as to provide clean financial statements;
- Recommend to the Minister licences of companies and individuals
- Directs licensing, registration, revocation and cancellation process of the Authority;
- Presents the case for and takes decisions on behalf of the Authority in the inter-agency (ministries, departments, private security companies) committees and working groups which are part of the regulatory system of the private security industry;
- In conjunction with other members of staff and the working group/committees, develop standards for the industry;

- Authorizes the development of and take part in presenting programmes of public education on the role and function of the Authority and the requirements for providers and users of the private security services;
- Based on reports of field staff and other intelligence systems, pay ad hoc visits to private security providers to observe at first hand the operations of companies, to identify weaknesses, to collaboratively arrive at solutions and where necessary gather information for instituting appropriate action for non-compliance;
- Undertakes research and prepares documentation to support the Authority's case where appropriate action is to be taken against delinquent/non-confirming providers of private security services;
- Prepares report on appellants whose applications for licenses have been refused by the Authority for submission to the Minister and represents the Authority at the hearing of the appeal by the Minister;
- On an on-going basis, monitors the administrative control measures, existing within the organization, that is, progress reports, meetings, briefing sessions, third copy files, etc. to ensure that the expectations of clients are met with timelessness, accuracy, confidentiality and objectivity as provided for by the Act;
- Initiate investigations from time to time to determine whether the provision of Part III of the Act as they relate to the duties of licensee is being observed;
- Initiate appropriate action where the findings conducted in investigations warrant such action;
- As the "accountable office" in the Authority, exercise general Authority over Expenditure incomes and must take steps to ensure that all fees and debts, are collected within a reasonable time;
- Decision/guidance/finance re: investment of Authority's funds
- Responsible for staff development through training, setting standards and appraising performance, coaching and counselling, specifically, arrange for the on-going updating of staff as to the application of the numerous statues which impact on the Act; securing provision within and outside the budget for staff development and approving both the staff development programme and the expenditure of funds thereof;

- Act as Secretary to the Authority takes notes and writes minutes of monthly meetings of the Authority prepares submissions for consideration, advises members on matters within the competence of the Secretary and seeking legal opinion where necessary so as to advise the members and take action on the decision of the Authority;
- Ensure that the annual audit of the accounts takes place and that the financial and operational reports are ready for submission to the Minister and to Parliament within the time specified by the Act;
- Attend bimonthly Senior Directors meetings of the Ministry of National Security and presents oral and written reports on: Status/Activities of the Authority Strategic plans objectives/accomplishments Private/State Security links;
- Approve leave, acting appointments, terminations, release for training, approve work programmes of direct reports and ensures priorities are appropriately assigned so that clients needs are served;
- Make authoritative recommendations to the Authority for the appointment of staff;
- Submissions to the Authority for registration, granting of licenses or refusal thereof and the cancellation or revocation of the same are in the form of authoritative recommendations based on information;
- Reviews present provisions in the Act & Regulations and making recommendations for amendments. Assist in drafting the proposal for amendments to higher levels of compliance as stipulated in the provision of the Act;
- Process amendments to the Private Security Regulation Authority Act & Regulations;
- The decision making power of the position and the weight of recommendations ensure speedy implementation and on-going assessment of work in progress so that operational changes can be made easily;

## **PERFORMANCE STANDARDS**

- Strategic and operational, financial objectives achieved
- Planning framework is developed and consistent with the management functions
- High ethical standards are maintained in the conduct of professional and personal business
- Reports and position papers are comprehensive, accurate and submitted within the agreed time frame

## **LIAISON**

### **INTERNAL**

Chairman of the Authority  
Hon. Minister of National Security  
Permanent Secretary – Ministry of National Security

### **EXTERNAL**

- Members of the Jamaica Constabulary Force
- CEO's of private security companies
- Clients with complaints – Director of Public Prosecution
- Ministry of Labour
- Commissioner of Inland Revenue
- J.S.I.S., A.S.I.S., N.A.S.C.O.

## **REQUIRES COMPETENCIES**

- Strong leadership skills
- Good research and analytical skills
- Sound knowledge of planning

- Excellent planning and organizing skills
- Good interpersonal skills
- Sound working knowledge of related laws

## **AUTHORITY**

- To execute, monitor and evaluate the policy decisions of the Authority.
- Co- ordinate programmes and motivate staff to achieve set goals

## **QUALIFICATION AND SKILLS**

The incumbent must possess excellent interpersonal, leadership, communication and administrative skills as well as the ability to effectively lead a team of professional and support staff.

## **MINIMUM REQUIREMENTS**

- Master's Degree in Social Science/Public Administration with five (5) years' experience in a Senior Management position.

**OR**

- BSc. In Management Studies/Social Sciences with eight (8) years' experience in a Senior Management position.

Legal training would be a distinct asset.

Application in writing should be submitted no later than  
**Monday, April 30, 2018** to:

The Chairman  
Private Security Regulation Authority  
Office Centre Building  
6<sup>th</sup> Floor, 12 Ocean Boulevard, Kingston Mall  
Email: [applications@psra.gov.jm](mailto:applications@psra.gov.jm)