



PRIVATE SECURITY REGULATION AUTHORITY

Administrator

Salary Range \$2,478,125 - \$3,332,803 p.a.

The Private Security Regulation Authority, a department of the Ministry of National Security is seeking to engage the services of an Administrator (BAND 6) on a one-year **CONTRACT** for its **Montego Bay Regional Office.**

Summary of Duties

To promote and ensure the maintenance of the required standards in the private security industry and ensure that policies and directives relating to the Registration and Licensing process are carried out.

Qualification and Experience

- Associate Degree/Diploma in Administrative Management/Management Studies etc.
- At least two (2) years' experience in an administrative position.

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

Interested persons are invited to submit applications by **July 17, 2023:**

applications@psra.gov.jm.

We thank all applicants, however only shortlisted candidates will be contacted.

Please visit our website at www.psra.gov.jm for more information