



CAREER OPPORTUNITY

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

2 POSITIONS: 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

SKILL REQUIREMENTS/KEY COMPETENCIES

- 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

REPORTING RELATIONSHIP

Reports to: Security Supervisor

PRINCIPAL FUNCTIONS

- Preventing unauthorized people from entering the compound
- Maintain registers of visitors and vehicles entering and leaving the compound
- Ensure all visitors are courteously interviewed, logged in and logged out
- Record the movement of all vehicles on entry to and exit from the compound
- Ensure that all equipment leaving the compound is properly logged and authorized
- Retain the appropriate release documentation for Agency property being removed from the premises
- Assist in ensuring the general security of the compound and grounds
- Advise visitors whose attire is deemed inappropriate of the Agency's dress code requirements
- Refuse entry to people where there are concerns regarding the bona fide nature of their visit
- Deny exit to people attempting to remove equipment without proper authorization

CURRENT SALARY : \$969,653.00 per annum

**Applications should be submitted no later than
Wednesday, May 6, 2026 to:
Human Resource Manager
National Works Agency
140 Maxfield Avenue, Kingston 10
or Application can be sent via email to:
Recruitment@nwa.gov.jm**

**The Agency thanks all applicants.
Only individuals shortlisted will be contacted**