



**THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES**

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has produced outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of:

CAMPUS SECURITY MANAGER
Campus Security Office
Reference # MPN 100714

The Campus Security Manager has overall responsibility for directing and overseeing the security operations; formulating and implementing security policies, strategies and plans; preparing budgets and allocating resources and managing an operational team responsible for maintaining and ensuring a safe environment at The University of the West Indies, Mona. The Campus Security Manager is also responsible for ensuring the safety and security of all staff, students, visitors and facilities at the UWI-Mona and its off-campus sites, including the Western Jamaica Campus (WJC), the Discovery Bay Marine Laboratory, the Port Royal Marine Laboratory, Lyssons Beach. The Campus Security Manager is expected to keep abreast of emerging security threats and implement measures to effectively mitigate risks to the Campus.

The successful candidate will be required to:

- Formulate and operationalize the annual policing and security plan of the Campus;
- Put measures in place to promote crime prevention activities on the Campus;
- Manage the physical, human and intellectual assets assigned to the Office of the Campus Security Manager;
- Report to the University Senior Administration on matters relating to security of the Campus;
- Coordinate policing activities on the Campus which include those activities of the Mona Police (the Jamaica Constabulary Force), and the Contracted Private Security Providers while having direct control over the Mona Campus Police Unit;
- Provide effective and strong leadership through supervision and guidance;
- Make administrative decisions required for the security department to accomplish its mission;
- Plan, develop, and implement administrative programs to achieve the security department's goals and objectives;
- Effectively oversee the allocation and direction of resources.

Essential Qualifications and Experience:

- Post-graduate degree in a Security and/or related field;
- A minimum of ten (10) years' experience in a public or private Security organization;
- A minimum of five (5) years full time experience at a management level.

Candidates who possess the following will be at a distinct advantage:

- Qualification in Business Administration or Management
- Experience working within an academic institution;
- Excellent interpersonal, communication and client service skills;
- Ability to communicate effectively both orally and in writing;
- Good time management skills.

Applicants are required to submit **(i)** a cover letter, **(ii)** a completed employment application form, **(iii)** curriculum vitae giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organisation) and **(iv)** copies of academic qualifications. The Application for employment form can be found at <https://www.mona.uwi.edu/hrd/forms> . All application documents should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN 100714** in the subject line of the email. The final date for receipt of applications is **April 19, 2024**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.