



<b>Job Title</b>	<b>Security Supervisor</b>
<b>Department</b>	Human Resources & Administration
<b>Reports To</b>	Administration Officer
<b>Location</b>	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
<b>Objective</b>	To supervise performance and maintenance of the security functions of the Bureau of Statistics.
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure all necessary property inspections are carried out routinely and security equipment is in serviceable condition.</li> <li>• Safeguard all physical assets used by the Bureau of Statistics.</li> <li>• Ensure procedures are in place for the secure control of all Master keys.</li> <li>• Liaise with staff to provide advice on the management and operation of vehicle parking arrangements.</li> <li>• Liaise with the Police, Fire Service and other agencies in an emergency and on all issues affecting security and events of all types, which have a potential to create security concerns.</li> <li>• Report all safety issues to the relevant Officer.</li> <li>• Propose measures to alleviate potential risks to staff.</li> <li>• Assist with the development and implementation of preventative measures against risks and threats to the premises and provide an assessment of the security risks involved.</li> <li>• Ensure daily maintenance of log book.</li> <li>• Prepare and submit reports in a timely manner.</li> <li>• Monitor the surveillance camera.</li> <li>• Any other duties that are assigned from time to time.</li> </ul>
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• A minimum diploma in Public Administration/Management or its equivalent with three (3) years' experience as a Subordinate Officer or Security Supervisor.</li> <li>• Must be between the ages of 35 – 50 years</li> <li>• Previous Military/Para-Military experience would be an asset</li> <li>• A clear police record for the past five (5) years.</li> </ul>