



GOVERNMENT OF TRINIDAD AND TOBAGO
MINISTRY OF FINANCE, BUILDING MANAGEMENT UNIT
CONTRACTUAL POSITION –
JOB DESCRIPTION

JOB TITLE: ASSISTANT SECURITY MANAGER

JOB SUMMARY:

The employee is responsible to the Security Manager for the day-to-day administration of security at all facilities under the jurisdiction of the Ministry of Finance. The employee assists in formulating and implementing policy directives and exercises considerable independent judgment in decision making, especially in the absence of the Security Manager. Work is reviewed and evaluated by the Security Manager.

KEY RESPONSIBILITIES:

- Plays a pivotal role in implementing operational policy directives of the Security Manager.
- Reviews, on an on-going basis, security arrangements in place at client offices to ensure that security arrangements thereat remain inviolable.
- Conducts security surveys and advises the Security Manager of the need, if any, for the enhancement of security measures already in place.
- Initiates action on all matters having to do with security related concerns or complaints expressed by clients.
- Ensures that manpower resources are deployed judiciously to ensure optimal delivery of security services.
- Establishes and maintains functional liaison contacts with protocol officers at client offices.
- Plays a pivotal role in all training initiatives of the Security Unit.
- Involvement in the logistical planning of high-level conferences and meetings.
- Responsible for conducting risks and vulnerability assessments at client offices.
- Performs other security related assignments when instructed so to do by the Security Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Very good interpersonal relationships skills.
- Good investigative and management skills.
- Considerable knowledge of police regulations and police operating methodologies.
- Considerable knowledge of the Supplemental Police Act.
- Years of practical training and experience in security related work.
- Good communication skills.
- Good conflict resolution skills.
- Ability to react calmly in emergency situations and to determine and take appropriate action.

MINIMUM EXPERIENCE AND TRAINING:

- Considerable experience as a Police Officer.
- Five (5) years' experience and knowledge of dealing with security related matters in assessing, identifying, training and implementing security measures in a reputable security establishment or any equivalent combination of security training and experience.
- Knowledge of automated security systems
- Excellent communication and customer service skills, strong leadership ability and working knowledge of Microsoft Office Suite will be an asset.