



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

**JOB TITLE: SECURITY MANAGER**

**JOB SUMMARY:**

Responsible for managing the administration of security at all facilities under the jurisdiction of the Ministry of Finance.

**KEY RESPONSIBILITIES:**

- Main Responsibilities/Accountabilities
- Formulates and implements policies as well as plans, directs and co-ordinates the operational and administrative functions of the security systems.
- Assesses risks and vulnerability of all offices.
- Advises on preventative security measures.
- Designs and implements programmes and policies to reduce the risk associated with unauthorized access, software vulnerability and theft.
- Implements security measures to preserve the inviolability of client buildings and the safety and security of members of staff of the Ministry of Finance.
- Conducts security surveys of client offices as a precondition to initiating appropriate security measures.
- Prepares special security briefs and reports as required
- Provides integrity checks on data as well as on the members of staff
- Applies knowledge of specialized equipment and control of monitoring device operation.
- Actively participate in the HSE programme of the Ministry.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Some knowledge of the practices and methods used in evaluating property.
- Ability to express ideas clearly and to deal tactfully with members of the public.
- Ability to establish and maintain effective working relationships with associates and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**

- Extensive experience as a Police Officer, the rank of Sergeant or above.
- Seven (7) years' experience and knowledge of dealing with security related matters in assessing, identifying, training and implementing security measures.
- Minimum of three (3) years of experience as a security manager in a security firm or any relevant combination of knowledge, training and experience in security related field.
- Some experience with an automated security systems.
- Strong leadership ability, excellent communication and customer service skills.