



# GUYANA GEOLOGY AND MINES COMMISSION

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the under-mentioned pensionable vacancy:-

### **CHIEF SECURITY OFFICER**

Reports to: The Manager, Administration

#### ACCOUNTABILITY OBJECTIVE

Assessing the security needs of the **Guyana Geology and Mines Commission**, designing and developing security programmes and coordinating the implementation of such programmes to ensure a safe environment for **GGMC's** human and physical assets.

#### RESPONSIBILITY

This person is responsible for:

**SUPERVISING** and **COORDINATING** activities of the Security Force and participates in assigning personnel to posts or patrols.

**INSPECTING** or **DIRECTING** inspections of premises to test alarm systems, detect safety hazards and ensure that safety rules are posted and enforced.

**INTERPRETING** security rules and directing subordinates in enforcing compliance such as wearing of badges and safekeeping of forbidden articles carried by visitors.

**PREPARING** duty rosters (weekly) and assigning personnel to posts according to protection requirements.

**PARTICIPATING** in the annual budget preparation for the Security Section, scheduling and submitting annual vacation rosters for Security Guards.

**VISITING** Guards daily at various locations.

**MONITORING** electronic security equipment to observe movement of persons and vehicles in the compound.

**MONITORING** and **PROCESSING** breach of discipline by Security Guards and taking appropriate action to correct situation.

**PARTICIPATING** in interviews of applicants for vacancies in Security Department.

**RESPONDING** to calls to direct activities during emergencies.

#### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Certification below the level of University First Degree; Diploma course in Supervisory/Public Administration. Training in Police Methods and Investigation Systems would be an asset. Ability to coordinate, supervise and ensure the security of life and property.

**Applications should be addressed to:**

**The Commissioner  
Guyana Geology & Mines Commission  
Upper Brickdam  
GEORGETOWN**

**OR**

**Emailed to: [commissioner@ggmc.gov.gy](mailto:commissioner@ggmc.gov.gy)**

**Only shortlisted candidates would be contacted**

**Applications should be submitted no later than Friday, May 13, 2022.**

**GUYANA GEOLOGY & MINES COMMISSION**  
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