



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED
CANDIDATES FOR THE FOLLOWING POSITION:**

SECURITY OFFICER

OVERVIEW

The **Security Officer** is responsible for protecting and maintaining a safe work environment for personnel and securing all the company's property and assets.

The incumbent will provide information and/or direction to customers and escort persons visiting staff as needed.

JOB SUMMARY includes

1. Secure premises and personnel by patrolling the property; monitoring surveillance equipment; and inspecting buildings, equipment and access points permitting entry
2. Check vehicles prior to dispatch and upon return for damages and record observations
3. Conduct Gate / Sentry Duty and entrance control; conduct random searches and/or spot checks
4. Conduct patrols periodically within the buildings and the perimeter
5. Work along with Safety personnel in emergencies in accordance with safety policy and procedures
6. Perform First Aid including Cardiopulmonary Resuscitation, as required
7. Adhere to civil and departmental Codes of Conduct
8. Perform all other related duties as required



MINIMUM QUALIFICATIONS & EXPERIENCE

1. Minimum of three (3) GCE /CXC /CSEC General Proficiency (Grades I or II) inclusive of English Language. (Grade III acceptable as of 1998) or Grades I & II basic Proficiency
2. National of Trinidad & Tobago (as evidenced by National ID and Electronic Birth Certificate)
3. Must be able to work on a shift basis, including nights, weekends and public holidays
4. Police Certificate of Character (Not more than three months old)
5. Possession of a precept will be an asset
6. Certification in OSH and Security Training from a recognised institution will be an asset
7. Defensive driving certificate is an asset
8. Computer Literacy would be an asset
9. Any other equivalent combination of training and experience

REQUIRED SKILLS & COMPETENCIES

1. High levels of assertiveness, integrity, good interpersonal skills and a professional outlook
2. Ability to work independently and as part of a team
3. Ability to interact cordially, communicate with the public and be professional, pleasant, friendly, courteous and helpful at all times whilst carrying out duties to the highest levels
4. Possess strong interpersonal/communication skills including verbal and written skills
5. Must be able to meet the physical requirements of the job i.e. being able to stand or walk for long periods
6. Must be able to write reports
7. Must be customer / client-focused
8. Knowledge of the Supplemental Police Act Chapter 15:02
9. Knowledge of the Laws of Trinidad and Tobago and regulations as they relate to the provision of security services and security administration
10. Knowledge of OSHA guidelines and safety management procedures



TRAINING
SERVICES

INDUSTRY
SERVICES

CONSTRUCTION
SERVICES

CAREER OPPORTUNITY



APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

**Manager, Human Resources
MIC Institute of Technology (Head Office)
5A Century Drive, Trincity Business Park, Macoya
Or email to recruitment@mic.co.tt**

CLOSING DATE FOR APPLICATIONS: FRIDAY, 8 NOVEMBER 2024

We would like to thank applicants for their interest and we wish to advise that only those candidates considered will be contacted.