

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Mandeville Regional Hospital**:

Closed Circuit Television Operator - (SOG/ST 2) - Not vacant

(Salary range \$1,711,060 - \$2,301,186 per annum plus any allowance (s) attached to the post)

Job Summary

Under the supervision of the Operation Manager, the incumbent will ensure the safety and security of staff and patients and facility property through effective surveillance and monitoring of the Closed-Circuit Television (CCTV) in order to facilitate the requisite response, emergency or otherwise, protection of life and property and preservation of peace and good order.

Qualification and Experience

- Minimum five (5) CSEC/GCE/SSC/City & Guilds subjects including English Language and a numeric subject;
- Video Surveillance Certification (would be an asset)
- Successful completion of on-the-job training

Specific Knowledge and Required Skills

- Knowledge of the Principles and Techniques of Communication Systems
- CCTV/Surveillance Systems
- Knowledge of Standard Operating Procedures
- Geographical layout of facilities
- Security Measures
- Good oral and written communication skills
- Good report writing skills;
- Skills in teamwork and cooperation;
- Attention to detail and accuracy;
- Ability to demonstrate a high level of accountability, integrity & ethics

Key Responsibilities will include:

- Operating and monitors the Closed-Circuit Television (CCTV) system and associated peripherals in the control room;
- Logging all criminal activities observed and reports according to established protocol;
- Reporting all violations and acts of suspicion verbally and in writing;
- Compiling video footages of activities captured on CCTV, on request of a duly authorized officer;
- Encoding, stores and ensures proper storage of video footages;
- Ensuring security of data and equipment;
- Generating logs through manual or automated processes;
- Analyzing information obtained from CCTV to determine appropriate response required and takes action according to established policies and procedures;
- Monitoring the entire premises and any suspicious activity or breaches observed which must be logged in the log book i.e. date, time, camera number and reported to his/her Supervisor.
- Ensuring immediate communication of all critical incidents to relevant authorities;
- Conducting system checks to ensure functionality of equipment and peripherals.

- Reporting all cases of dysfunctional equipment.
- Monitoring storage capacity and submits request for replacement through the appropriate channels.
- Ensuring thorough understanding of the equipment.
- Developing and maintains filing system to organize old footages in an orderly fashion.
- Ensuring that when a discrepancy is noted (e.g. accidents, product damage, damage to company property, pilferage, theft etc) it must be zoomed, recorded from all possible angles and information passed to the Supervisor so that appropriate action may be taken.
- Monitoring and records entrance, exits, parking areas and other areas deemed sensitive and critical by the Supervisor must be under surveillance at all times.
- Updating log of personnel on visit to certain sensitive locations as determined by the Supervisor.
- Ensuring presence in the Control Room at all times. If the monitoring room is left unattended for an unavoidable circumstance, permission must be sort and given by the Supervisor.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond the normal working hours
- Will be required to work on a shift system
- Exposure to long viewing of cameras
- Exposure to sitting for long periods of time

Applications along with resume should be sent **no later than January 16, 2025** to:

Senior Human Resource Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail - jobsmrh@gmail.com

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.