

SOUTHERN REGIONAL HEALTH AUTHORITY



MAY PEN HOSPITAL

Compassion | Accountability | Respect | Efficiency

Muirhead Avenue, May Pen P.O, Clarendon, Jamaica WI

Tel: (876) 986-2528/7708/6938 | Fax: (876) 986-2650

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 **MAY PEN HOSPITAL**:

CCTV OPERATOR (SOG/ST 2 – Pay Band 4) - VACANT
(Salary range \$1,711,060 – \$2,301,186 per annum and the relevant applicable allowances)

Under the general direction of the Operations Manager, the CCTV Operator has responsibility to ensure safety and security of staff, 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.

Qualifications 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, Skills & Competencies:

- 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 monitoring the Closed-Circuit Television (CCTV) system and associated peripherals in the control room;
- Logging all criminal activities observed and reporting according to established protocols;
- 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, storing and ensuring 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 acting according to established policies and procedures;

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- 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 submitting request for replacement through the appropriate channels.
- Ensuring thorough understanding of the equipment.
- Developing and maintaining 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 recording entrance, exits, parking areas and other areas deemed sensitive and critical by the Supervisor which 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 sought and given by the Supervisor.

Applications along with resume should be sent no later than Wednesday, October 29, 2024 to:

The Senior Human Resource Officer

May Pen Hospital

Muirhead Avenue,

May Pen P.O,

Clarendon

E-Mail – jobs.mphhr@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED