



VACANCY ANNOUNCEMENT!

The management of PSM-JV is seeking to recruit a qualified candidate for the position of **Day-Time Security Assistant at the Mount Coffee Hydro Rehabilitation Camp, Harrisburg.**

CLOSING DATE: December 3, 2015 at 5:00 PM

Applications should be submitted to the Mamba Point Hotel Front Desk or hr@mambapointhotel.com.

BASIC FUNCTION OF POSITION

Administer the security guard force contract. Monitor and control the grounds in and around the hotel premises. Responsible for all security-related investigations. Monitor daily security cameras. Handle pre-employment security clearances.

Education: minimum one (1) year of university studies is required. **Prior Work Experience:** three (3) years in progressively responsible similar position. **Language Proficiency:** Fluency in written, spoken, reading English. **Knowledge, skills and abilities:** Thorough knowledge of procedures pertaining to safety and security. Basic knowledge of administrative and clerical procedures, knowledge of computers and accurate reporting are required, responds and speaks intelligently, demonstrates creativity and has good observational skills, ability to undertake basic but effective record keeping working within the boundaries of confidentiality.

A complete application package MUST include an application form, a cover letter, current curriculum vitae, a passport-size photo, copies of degrees, certificates and other relevant documents. Deadline is Thursday, December 3, 2015 by 5:00 pm

Please note that only short-listed candidates will be contacted!!