

JOB VACANCY

HDC(161)-HR/IU/2020/222

1st November 2020**Operations Officer
Municipal Services****MINIMUM QUALIFICATION & REQUIREMENT**

1. Advanced Diploma or MNQF Level 6 Qualification in relevant field with minimum 2 years' experience in relevant field. **(OR)**
2. O'Level or MNQF Level 3 Qualification in relevant field with minimum 8 years' experience in relevant field.

OVERALL SCOPE

Assisting HOS in preparing, planning and executing landscaping and greening plans.

SCOPE OF WORK

- Managing and monitoring planting operations, scheduling and maintaining of parks, avenue tree pruning and hedges under the guidance of HOS.
- Supervision of staff in relation to greening & maintenance duties and work assignments.
- Assisting the HOS in delivering the departmental objectives.
- Maintaining and managing all records related to the section in an easily retrievable manner where required.

JOB SKILLS AND SPECIFICATIONS

- Should be familiar with Microsoft office package and any other work relevant software.
- Should be able to work as an individual and as a flexible team player
- Strong communication skills (verbal as well as written)
- Should be able to priorities tasks and manage one's own time effectively
- Strong interpersonal skills
- Ability to manage multiple projects and work to tight deadlines.

SALARY PACKAGE:

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.

Application Process:

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/1bdiyr>). For any additional queries please contact to 3355305.

Application Deadline:**Date: 8th November 2020 (Sunday)****Time: 14:00hrs**