

**JOB VACANCY**

HDC (161)-HR/IU/2020/281  
29<sup>th</sup> November 2020

**Assistant Manager  
Thilafushi & Gulhifalhu Operations****MINIMUM QUALIFICATION & REQUIREMENT**

1. Bachelor's Degree or MNQF Level 7 Qualification in relevant field (**OR**)
2. Advance Diploma or MNQF Level 6 Qualification in relevant field with minimum 2 years' relevant experience in the field (**OR**)
3. MNQF Level 4 Qualification in relevant field with 8 years' experience in relevant field.

**OVERALL SCOPE**

Assist in managing and overseeing the day to day operations of the department.

**SCOPE OF WORK**

- Assist in planning, organizing and implementing day to day administrative and operations of the department.
- Supervise, guide and direct work/activities of department staffs.
- Attend to customer related issues.
- Provide directions to the staffs in achieving the objectives of department and provide feedback and support in solving problem/issues related to the department.
- Follow-up on important work assigned by supervisor.
- Deal with daily correspondences and maintain proper records of documents.
- Attend to any other relevant work assigned by supervisor.

**JOB SKILLS AND SPECIFICATIONS**

- Good organizational and management skills.
- Should possess leadership skills in order to manage the team.
- Able to identify and delegate tasks to the right personnel of the department.
- Should be an effectual communicator verbally as well as through writing skills.
- Should be able to multitask and work under minimal supervision
- Should be familiar with Microsoft office package
- Discretion and need for Confidentiality

**SALARY PACKAGE:**

Gross Salary between 16,250.00 to 18,125.00 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/e8fxs2>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 6<sup>th</sup> December 2020 (Sunday)**

**Time: 14:00hrs**