

JOB VACANCY

HDC (161)-HR/TU/2021/295
21st June 2021

**Assistant Manager
Hulhumale' 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 3 Qualification in relevant field with 8 years' experience in relevant field.

OVERALL SCOPE

Responsible to assist in managing and overseeing the day-to-day operations under the guidance of HoD/HoS.

SCOPE OF WORK

- Plan, schedule and coordinate activities of the section/unit.
- Manage and monitor day to day activities and keep track of the projects carried out by the section/unit.
- Coordinate with relevant sections to plan and monitor ongoing daily operational works.
- Ensure occupational health and safety practices are in place in relation to relevant standards and procedures.
- Overall monitoring of attendance and overtime of operational staff.
- Plan and monitor work sites/accommodation's cleaning and maintenance schedules.
- Attend to all correspondences and ensure proper documentation and record keeping mechanisms are in place.
- Supervision of staff in relation to work duties and work assignments.
- Manage and monitor purchase requirements and maintenance need of the section/unit.
- Assist the HoD/HoS in delivering the departmental objectives.

JOB SKILLS AND SPECIFICATIONS

- Excellent proficiency in Microsoft Office Packages such as Excel, Word, etc.
- Excellent communication (verbal as well as written) and negotiation skills.
- Proficient with basic budget management and calculations.
- Ability to manage multiple projects and work to tight deadlines.
- Ability to work as an individual and as a flexible team player.
- Strong interpersonal skills.
- Discretion and need for Confidentiality.
- Should be well organized, detail-oriented, forward-thinking and proactive.

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Process

Send the 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/0815nb>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 27th June 2021 (Sunday)

Time: 14:00hrs