

**JOB VACANCY**

HDC(161)-HR/IU/2021/488  
16<sup>th</sup> September 2021

**Operations Officer  
Hulhumale' Operations****MINIMUM QUALIFICATION & REQUIREMENT**

1. Diploma or MNQF Level 5 Qualification in a relevant field. **(OR)**
2. O'Level or MNQF Level 3 Qualification in relevant field with minimum 8 years of experience in relevant field.

**OVERALL SCOPE**

Plan, schedule, and coordinate work /activities of project implementation unit under the guidance of Supervisor.

**SCOPE OF WORK**

- Manage and monitor day-to-day work /activities and keeping track of the projects carried out by the public infrastructure maintenance.
- Manage and monitor staff attendance, overtime and reports in accordance with the set policies.
- Supervision of staff in relation to general workshop duties and work assignments.
- Perform all administrative work within the section/unit on a timely manner.
- Keep inventory of stationaries, equipment and other relevant items assigned to the public infrastructure maintenance.
- Plan and conduct on-site inspections for health and safety.
- Manage and maintain all records related to the section in easily retrievable manner when required.
- Assist in preparing performance and management reports as required.

**JOB SKILLS AND SPECIFICATIONS**

- Knowledge of Administration and Clerical work.
- 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.
- Discretion and need for Confidentiality.
- Ability to manage multiple projects and work to tight deadlines.

**SALARY PACKAGE:**

Gross Salary between 17,000.00 to 18,000.00 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/dzocng>). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date: 23<sup>rd</sup> September 2021 (Thursday)**

**Time: 14:00hrs**