

## JOB VACANCY

HDC(161)-HRM/IU/2021/601  
6<sup>th</sup> December 2021

### **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 3 Qualification in relevant field with 8 years' experience in relevant field.

#### **OVERALL SCOPE**

As the head of Client Services and Security Unit of Thilafushi Operations, Assistant Manager is responsible to oversee overall operations of Jetties and harbors managed by the company. In addition, the role also requires to oversee security and inspection service within Thilafushi Island.

#### **SCOPE OF WORK**

- Planning, directing and coordinating activities relating to the protection, safeguarding and security of company assets, employees and invitees.
- Ensure to inspect jetties and Harbors on a daily basis.
- Ensure to provide 24 hours security.
- Inspect and provide security service to the chemical warehouse.
- Leading occasional safety drills to identify security problems and assisting in finding possible solutions for the problems.
- Ensure to collect payment from Jetties and Harbors and deliver to office on a daily basis.
- Supervision of staff in relation to work duties and work assignments.
- Overseeing the activities of staff and ensure the needs of customers are met and resolve their problem.
- Identifying security standards that need to be maintained within the properties and devising policies and procedures for the same.
- Ensure proper documentation & record keeping mechanism are in place.
- 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://jobs.hdc.com.mv>). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date: 12<sup>th</sup> December 2021 (Sunday)**

**Time: 14:00hrs**