

JOB VACANCY

HDC(161)-HR/IU/2021/233
20th May 2021

Assistant Manager

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 for managing and overseeing the day-to-day operations of the unit.

SCOPE OF WORK

- Leading occasional safety drills to identify the security problems and assisting in finding possible solutions for the problems
- Identifying security standards that need to be maintained within the properties and devising policies and procedures for the same
- Investigating security breaches and liaising with relevant authorities in case of matters disrupting assigned scope of service
- Planning, organizing and executing projects as mandated by the management
- Assist head of department in analyzing, evaluating and effectively managing the workforce by coaching, motivating and providing required guidance to carry out the tasks
- Analyze work arrangements, performance and available resources from time to time and suggest ways to maximize performance and operational efficiency
- Ensure occupational health and safety practices are in place in relation to relevant standards and procedures.
- Ensure proper documentation & record keeping mechanisms are in place
- Ensure that proper standard operating procedures are in place with regard to the scope of services provided by the function and ensure SOPs are followed by the team members
- Develop man-power planning, budget efficiency and other relevant strategies to the section

JOB SKILLS AND SPECIFICATIONS

- Proficient in MS Office (especially Excel); Working knowledge of relevant software
- 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 educational 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/bvxgbc>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 26th May 2021 (Wednesday)

Time: 14:00hrs