



# GUYANA GEOLOGY AND MINES COMMISSION

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the under-mentioned pensionable vacancy: -

### **MANAGER, ADMINISTRATION**

**Reports to:** Deputy Commissioner, Administration  
**ACCOUNTABILITY OBJECTIVE:**

Responsible for providing administrative support services to the **Guyana Geology and Mines Commission's** personnel through the coordination of security services, maintenance and transport services; Head Office Complex, Occupational Health and Safety; Library; Registry; Lapidary and Facilities Management.

#### **Responsibilities**

This person is responsible for:

**DIRECTING**, monitoring and approving the contracts for supplies and services in accordance with established regulations and procedures.

**LEADING** the process in the formulation and establishment of systems for effective execution of policies and programmes for the various sections of the Division.

**ENSURING** that the security operations and procedures are in place to satisfy all the safety and security needs of **GGMC's** operations and personnel.

**INITIATING** collaboration with Divisions/Departments to ensure effective delivery of agreed programmes and services.

**INVITING** tenders/quotations for works and services and signing contracts for services and works within stipulated amounts.

**OVERSEEING** and **MONITORING** the effectiveness of all essential services, and the adequacy of transport and other communication facilities.

**ARRANGING** for the prompt payment of all utility bills, insurance premiums for the Commission's buildings, and rates and taxes as well as maintenance and repairs to buildings and infrastructure.

**PREPARING** the Division's annual budget; monitoring expenditure to ensure that same are within budgetary allocations; and ensuring approval of disbursements in accordance with line allocation.

**REQUESTING** bids from Suppliers for purchase or service of items.

**VETTING** contract documents from Contractors, responding to bids and negotiating contracts to provide specific services to satisfy identified requirements of **GGMC**.

**SUPERVISING** the programme of maintenance of infrastructure, vehicles, facilities, utilities and services.

#### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

Post Graduate Qualifications in Management or a similar discipline along with five years' experience at a Senior Management Level, in a similar setting.

Or

A first degree in Management, Public Administration or a related discipline with eight years' experience at a Senior Management Level, in a similar setting.

Ability to coordinate work activities and supervise groups of employees along with knowledge of database systems and computer programs in general, would be an asset.

**Applications should be sent to:**

**The Commissioner  
Guyana Geology & Mines Commission  
Upper Brickdam,  
Georgetown.**

Or

**Emailed to: [commissioner@ggmc.gov.gy](mailto:commissioner@ggmc.gov.gy)**

**Only shortlisted candidates would be contacted.**

**Applications should be submitted No later than May 13, 2022.**

**GUYANA GEOLOGY & MINES COMMISSION**

*Upper Brickdam, Georgetown, Guyana, South America. P.O. Box 1028*

*Tele.: (592) 225-3047, S/board: (592) 225-2862/5/7, 225-6691.*

*E-mail: [commissioner@ggmc.gov.gy](mailto:commissioner@ggmc.gov.gy)*