



BEACH AUTHORITY

POST: Deputy General Manager

Note:

Applications are invited from qualified candidates who wish to be considered for appointment as **Deputy General Manager** at the Beach Authority.

I. AGE LIMIT

Candidates, unless already in the public sector, should not have reached their 50th birthday by the closing date for submission of Applications.

II. QUALIFICATIONS

- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.
- B. A degree in Administration or Management or Economics or Engineering from a recognised institution or an equivalent qualification acceptable to the Board.
- C. At least five years’ post-qualification experience at senior management level.
- D. Candidates should:
 - (i) have strategic and operation leadership qualities;
 - (ii) be able to command multi-disciplinary teams and exercise authority;
 - (iii) have the ability to work under demanding conditions;
 - (iv) be forward-looking and innovative with personal credibility and integrity; and
 - (v) have excellent communication and interpersonal skills.

Possession of proven knowledge and experience in beach related activities is desirable.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will be also considered provided they hold:

- (a) a Cambridge School Certificate or passes at the General Certificate of Education "O Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and
- (b) a Master's degree or a post graduate diploma in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of all knowledge/experience claimed.

III. SALARY

The permanent and pensionable post carries salary in scale of **Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 per month (PRB Report 2021).**

IV. DUTIES

1. To assist the General Manager in:
 - (i) the management of the day-to-day business of the Authority;
 - (ii) formulating, coordinating and implementing the Authority's policies, goals and objectives;
 - (iii) implementing projects and programmes of the Authority, including co-ordination with various stakeholders;
 - (iv) giving advice and support to the Board in the current Authority's business;
 - (v) preparing programmes for assistance from various organisations and donors; and

(vi) developing strategic initiatives for the promotion of the Authority's image, including sensitization campaigns.

2. To co-ordinate and oversee the different sections and units of the Authority and to ensure the most economical and effective use of human and financial resources.
3. To liaise with Legal Adviser and to arrange for the drafting of documents on legal matters as and when required.
4. To represent the Authority on Boards and Committees and other appropriate for as and when required.
5. To prepare reports and other documents in respect of the Authority's activities as may be required or directed.
6. To perform such cognate duties as may be assigned.

Date: 19 February, 2025

Rm/lc