



UNIVERSITY of GUYANA

VACANCY

Applications are invited from suitably qualified persons for the post of **Hall Manager, Halls of Residence, University of Guyana,**

Requirements

The ideal candidate should be mature and should possess at least an Undergraduate Diploma **plus** have substantial years of experience in the management of a residential student facility.

The successful candidate will be required to live on the premises and be responsible for the Hall on a 24 hours basis.

Under the supervision of the Assistant Registrar, Students' Welfare, the Resident Hall Manager will be responsible for the overall management and day-to-day operation of the hall, including student supervision. The Manager's primary responsibility is to ensure the welfare of the residents and the maintenance of a safe and secure environment conducive to study and personal wellbeing and development.

Salary Scale: UA1: \$ 192,013 - \$294,715

Placement on Salary Scale would be dependent on level of qualification and relevant experience.

Benefits currently include non-taxable housing, entertainment and travelling allowances, contributory medical and pension schemes; gratuity (where applicable), annual and vacation leave, leave passage and Academic Materials Allowance.

Applications with Curriculum Vitae, stating full name, date of birth, marital status, qualifications (with dates and overall grades obtained), work experience (with dates), full names and addresses of three referees, who can testify to the academic/professional/technical capabilities of the applicant, (one of whom must be your present or last employer, where applicable) must reach the Personnel Division, University of Guyana, P.O. Box 10-1110, Georgetown, Email: personnel.head@uog.edu.gy or Courier Service, not later than **Friday, August 16, 2019 (Tel. Nos. 592-222-5271/4181), Website: www.uog.edu.gy**