



MANAGEMENT POSITION DESCRIPTION

POSITION TITLE:	CORPORATE SERVICES MANAGER	LOCATION:	HEAD OFFICE
REPORTS TO:	CHIEF EXECUTIVE	JOB CODE:	10-01-10-122
DIVISION:	CORPORATE SERVICES	GRADE:	10
DEPARTMENT:	-	SECTION:	-

I. ACCOUNTABILITY OBJECTIVE

Responsible for contributing leadership for the achievement of the Mission and Strategic Objectives of **GuyOil**, through effective management of the **Human Resources** and the **Information & Communications Technology Departments**, the **Security, Training & Development, Health Safety & Environment** and **Registry Sections** in particular; and for coordinating and monitoring the timely preparation of the annual programmes and budget of the **Division**.

II. DIMENSIONS OF POSITION

A. NATURE AND SCOPE OF THE POSITION

The **Corporate Services Manager** is required to provide strategic leadership for the corporate operations of **GuyOil**; and is responsible for coordinating effectively the execution of the agreed strategies and the effective delegation of authority to discharge responsibilities.

The **Incumbent** provides specific oversight responsibility for the following **Departments/Section**:

- **Human Resources Department:** Providing technical and managerial leadership in planning, implementing and evaluating human resources systems for the provision of advisory, consultative and monitoring services at **GuyOil**.
- **Information & Communications Technology Department:** Analysing the systems and operating procedures of the **Divisions/Departments/Sections** of **GuyOil** to devise efficient computer programmes and systems, as well as for monitoring and coordinating the network services of the Company.
- **Security Section:** Coordinating the security of **GuyOil's** operations and premises and for investigating and reporting on discovered cases of theft, breakage, damage to equipment and other property and personal belongings of employees.
- **Training & Development:** Providing training in an effort to improve continuously the level of technical ability, people skills and managerial competence; ensuring that training is geared to prepare employees to fill positions at all levels, as well as ensuring new employees learn proper methods, the rules and procedures of the Company.
- **Health, Safety & Environment:** Promoting compliance/enforcement in relation to handling and use of petroleum products; environmental effects monitoring and assessment and inspection and safety enforcement.
- **Registry:** Monitoring the classification system, creating and indexing files; guiding and training staff in methods and procedures for maintaining new or revised systems and ensuring proper conservation and storage of records for **GuyOil**.

The **Corporate Services Manager** must ensure the effective preparation of work programmes by each of the reporting Departments and Sections; agree the implementation schedule of each programme; and set performance standards.

The **Incumbent** conducts divisional meetings with a view to providing necessary guidance towards upgrading performance standards.

The **Corporate Services Manager** must determine on an annual basis the '**Major Job Objectives**' for each aspect of the Work Programme of the **Corporate Services Division** and identify and discuss with Subordinates the '*Key Results Areas*' to be used as determinants to their performance results on a quarterly basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The Incumbent relates to the following areas/titles internally and externally in carrying out accountability objectives)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Chief Executive	To report as required on special projects; to report on and discuss implementation of existing policies, and on new developments in the Corporate Services Sector and the implications for GuyOil ; to coordinate the implementation of approved policies and strategies; to report on the monitoring of the Work Programmes; to discuss reports on assigned responsibilities and to receive appropriate guidance.
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Management Committee	To agree with the Senior Management Team GuyOil's policies and strategic objectives; to monitor the implementation of strategies and associated budgets, and also ensures that mechanisms for management imperatives are in place.
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Human Resources Manager	To advise on strategies and programmes to improve human resource management and development systems; to review relevant reports; to agree implementation activities related to training and development.
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Information & Communications Technology Manager	To review short and long range plans for GuyOil's Information Systems and Strategies; to develop and maintain policies related to information services, maintenance and ensuring compliance; to develop standards and procedures for information technology, including computer software and hardware, systems programming, documentation, computer operations and databases; to discuss computer systems security, including data integrity, data and network security and a comprehensive data recovery plan.
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Chief Security Officer	To discuss/review/implement all aspects of the Company's Security Programme; to review and write security and safety related policies and procedures; to discuss emerging security and safety issues.
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Divisional/Departmental Managers	To discuss/review/agree on relevant corporate strategies and practices as they may affect specific systems, procedures and identified human resources; to keep under constant review the outputs of the respective Division/Departments/Section and comments and/or takes action as applicable in respect of identified weaknesses.
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EXTERNAL:

Training Institutions/ Training Consultants	To ensure effective communication is established with relevant training and developmental institutions.
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Police Force	To monitor collaboration between GuyOil's Security Services and the Guyana Police Force in terms of training and the application of (emergency) security procedures.
Government Agencies/Ministries	To monitor the mutual observance of collaborative procedures; to collaborate on updating salary surveys and compensation arrangements and other corporate practices; to communicate with relevant government agencies regarding occupational health and environment, and preventative safety procedures and equipment; as well as nutritional needs, where applicable.
Insurance Companies	To process claims in compliance with relevant procedures.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Human Resources Officer
Information & Communications Technology Manager
Chief Security Officer

INDIRECTLY

Human Resources Officer
Administrative Officer
Training & Development Officer
Health, Safety & Environment Officer
Registry Supervisor

D. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:

<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>		<u>EQUIPMENT</u>
Computers	Pens	Laws (Financial)	GuyOil's Company	Telephone
Printers	Pencils	- Companies Act	Strategic Plan	Cell phone
Photocopiers	Highlighters	- Environmental	Divisional Action Plans	Perforator
Fax Machine	Company	Protection Act 1996	Financial Regulations	Shredder
Scanner	Stamps	- Termination of	Audit Procedures	Dictaphone
	Folders	Employment and	Quality Policy	Intercom
	Paper	Grievance Pay Act 1997	Audit Manuals	
	Punchers	- National Insurance	Audit Reports/Memos	
	Calculators	Scheme Act	Monthly Reports	
	Flash drives	- Prevention of	Protocols	
	CDs	Discrimination Act 1997	Agreements	
	Rulers	- Occupational Health and Safety Act 1997	Contract Manuals	
		- Labour Act	Work Plans	
		Human Resources	Budgets	
		Systems Manuals	Journals	
		- Job Evaluation Manual		
		- Job/Position		
		Descriptions		
		- Compensation		
		Management System		
		- Performance		
		Management System		
		- Human Resources		
		Procedures and		
		Policies Manual		

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

PARTICIPATES in the strategic planning process of **GuyOil**, taking into consideration **GuyOil's** Mission and Mandate, its internal and external environment, and the needs and priorities of clients and stakeholders.

MONITORS procedures for the implementation of policy decisions; **UNDERTAKES** a leadership role in interpreting policies and in strategy conceptualization and formulation with **Senior Management**; and collegially establishes priority areas of activity.

PROVIDES the **Board** with up-to-date decision support information flowing out of policy and operations analyses, impact assessment studies, technology evaluation, etc. and **PREPARES** management reports to facilitate **Board** decisions.

SETS performance standards for **GuyOil's** Corporate Operations and **MONITORS** and **EVALUATES** each **Division's/Department's** efforts to achieve targets.

KEEPS abreast of all relevant statutes, conventions, protocols, guidelines and ensures that Managers and Staff also are adequately informed.

ADVISES on the adequacy of both quality and quantity of all necessary resources – human and physical – to achieve the targeted outcomes of the strategies, and timely satisfaction of resource requirements of the corporate projects; **ASSISTS** in identifying programmes to develop human resources for maximum motivation and performance.

COORDINATES the timely preparation of the annual work programme and budget of **GuyOil**, and **ASSISTS** in monitoring the annual approved programme and budget of **GuyOil**.

SCANS the internal and external environment in which **GuyOil** operates and **ASSESSES** the impact of factors that are likely to influence its business currently and in the foreseeable future.

ENSURES that as far as possible the established manning levels of each **Department/Section** is maintained.

FOCUSES especially on the training and developmental activity of the corporation, ensuring that in-house capacity obtains to deliver those programmes more specific to the immediate needs of **GuyOil**.

REVIEWS statutory and other periodic reports, **CONFIRMS** their validity and that their outputs are reproduced and disseminated in appropriate formats as officially agreed.

ENSURES that **GuyOil's** information and communications technology systems are secure and stable and **CONTRIBUTES** to the achievement of the approved business plan.

Continually **CONDUCTS** meetings, interviews and other fora on matters of interest to **GuyOil** and Stakeholders.

PARTICIPATES in the review of disciplinary procedures and **MAKES** decisions or recommendations on action to be taken to the appropriate levels of authority in **GuyOil**.

REPORTS periodically, and as required to the **Board** and **Management Committee** through the submission of Board Papers and Memoranda.

IV. MANAGEMENT JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

POSITION TITLE: Corporate Services Manager		POSITION CODE : 10-01-10-122
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Post Graduate Degree in Management or Administrative occupations plus in excess of eight (8) years' experience at a professional level. Ability to use Microsoft Office Suite.
2	EXPERIENCE/JOB KNOWLEDGE	Professional and Technical worker requiring over five years and up to ten years' experience acquired through formal courses of study, on-the-job training and practical experience. Comprehensive, intensive practical knowledge and skills in applying knowledge to difficult and complex work assignments.
3	SUPERVISION	The Manager provides administrative direction for assignments in terms of broadly defined goals and objectives. Directs the operation of subordinate Managers/Professionals and Supervisors. The Incumbent has responsibility for planning, designing, and carrying out work independently and enforcing GuyOil's regulations and National and International rules and procedures related to the Petroleum industry.
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for contributing leadership for the achievement of the Mission and Strategic Objectives of GuyOil, through effective management of the Human Resources and the Information & Communications Technology Departments, the Security, Training & Development, Health Safety & Environment and Registry Sections in particular; and for coordinating and monitoring the timely preparation of the annual programmes and budget of the Division.
5	COMPLIANCE	Requires comprehensive knowledge and application of related Laws, operating policies, rules and technical procedures and ability to interpret same in situations of both a recurring and non-recurring nature; in normal and unique situations and to provide technical advice and opinions. Constant analysis of complex, multifaceted, high impact information and data is required to make administrative decisions; as well as to co-ordinate and direct staff activity.
6	QUALITY OF WORK	The Incumbent has responsibility for planning, coordinating and implementing work plans independently. The quality of effort impacts on all aspects of GuyOil's objectives. The Incumbent bears ultimate responsibility for the degree of success of the operations and ensures that quality of work meets or surpasses performance standards and targets within the legal/regulatory framework.
7	ANALYTICAL SKILL	The Incumbent's decisions are based on the Legal Framework, Mission, Strategic Plan and over-all goals of GuyOil and subject to the principal Acts, regulations, rules, precedents and those constraints imposed by economic and fiscal considerations. Failure to act would adversely affect output levels and quality of services offered. Quality and high performance standards are most important. Constantly undertakes accurate analysis of information and data and, the manner in which formulated, to ensure compliance of the most complex legal and technical requirements.
8	TECHNICAL/ PROFESSIONAL	Extensive knowledge of complex processes, techniques and practices. Work requires knowledge of: planning, monitoring and evaluation methods and technical directives including marketing and research processes. The employee must also use judgement and ingenuity in developing applications to specific areas of work.
9	INTERPERSONAL SKILL	The Incumbent requires high level interpersonal skills to investigate, interview and understand people with diverse viewpoints, goals and objectives to understand the problem, arrive at a satisfactory solution, to compromise or to develop suitable alternatives.
10	MENTAL AND VISUAL DEMANDS	Requires constant and intense application and close visual attention for sustained periods to complete large volumes of work or very broad ranges of activities within prescribed time frames.
11	WORKING ENVIRONMENT	Generally works indoors, and in a congenial team environment. May be required to work under pressure to meet deadlines in special cases and travels throughout GuyOil's operational areas.

Interested persons possessing the relevant qualifications and experience should submit their application and detailed Curriculum Vitae, no later than March 26, 2017 to:

*Company Secretary/Legal Officer
The Guyana Oil Company Limited
191 Camp Street, South Cummingsburg
Georgetown.*

NB: Only shortlisted candidates will be contacted.