

TINA RIVER HYDROPOWER DEVELOPMENT PROJECT, Gras Hill Area, Guadalcanal Province, Solomon Islands,
TEL: 677-747-3122

About the Role: HEC Worker's Accommodation Camp Manager:

We, Hyundai Engineering Company, the Engineering Procurement and Construction Contractor for Tina River Hydropower Development Project, are looking for a Camp Manager for the operation and management of the project's Workers Accommodation Camp (WAC) located at Grassy Hills, Guadalcanal Province.

You will be accountable for the overall management and operations of the WAC that houses 214 ex-pats, including the safety, security, procurement, maintenance services, and other relevant duties listed below

The Camp Manager shall primarily be in charge of the maintenance, operations, and administration of WAC and shall report to the HSE Manager, HR and Admin Manager, Maintenance Manager for various aspects of the job. He/She shall also be the focal point for coordination with the service providers and Government agencies.

The Camp Manager shall develop and maintain good rapport with the local village representatives, assist with the procurement of food supplies and workforce for the project, and be involved with camp security and Health and Safety needs.

Required skills/qualities:

- In-depth knowledge and proven experience in managing facilities or providing services to an organization of similar size or nature of operations.
- Sound knowledge of food hygiene, catering, electrical distribution systems, CCTV, LAN and WAN networks, basic fire safety and safety standards
- Excellent time management to handle multiple priorities with ease.
- Strong interpersonal skills with the capacity to integrate and manage communication and relationship with a diverse multi-cultural group of local people, employees, and other stakeholders.
- Must possess high-level reporting skills and should be conversant with Microsoft Excel, word, etc.
- Must be clean, tidy, and diligently follow the disciplinary rules laid out in his contract.
- Intuitive problem-solving skills to deal with Grievance

Key Responsibilities:

- Reports to HSE Manager, HR and Admin Manager, Maintenance Manager
- The HEC Camp Manager will be responsible for managing the Workers' Accommodation Camp(WAC), and for ensuring that any adverse impacts on

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local communities as a result of the operation of the WAC are managed to an acceptable level.

- The HEC Camp Manager shall be a focal point of Grievance Redress Mechanism
- Applications to leave the camp (and granted permits)
- Workers found to break the established rules (breach the Workers Code of Conduct) will be subject to disciplinary procedures as outlined in the HRLMP.
- Coordinate all activities, communication, and inspections of the camp. This Manager should speak at least two of the languages spoken by the workforce (e.g. English, Pidgin).
- Manage the camp as per the camp rules
- Receive emergency calls
- Maintain an emergency logbook
- Ensure no visitors or overnight guests allowed, in cooperation with Security Manager
- Strictly enforce Zero Tolerance of fraternizing with local community members and use of alcohol/drugs.
- Direct supervision of the contractors/workers appointed for catering, housekeeping, gardening in respect of water treatment, emergency power generators, water distribution facilities, waste disposal, landscaping, cleaning of the accommodation and common facilities in the Camps.
- Supervise and take part in staff training, including Housekeepers, Kitchen staff, electricians, plumbers, etc. Recording of the timesheets and attendance register of staff working under his/her supervision.
- Ensure that all staff engaged in services wear PPE, clean uniforms and that the food handling staff wear disposable hand gloves and hats, at all times, not only during service.
- Ensure that the housekeeping of the accommodation should be carried out in line with reviewed standards, every day and whenever required.
- Ensure that the laundry schedule is carried out regularly, instructing the staff on how to use the various cleaning products and regularly on a daily basis, draw to their attention the safety procedures during use.
- Carry out regular inspections of the accommodation, common areas, dining area, and stores (dry and cold rooms) to ensure that cleaning and maintenance

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work have been carried out according to the rules. Carry out daily, weekly, monthly inspections and preventive maintenance of the facilities.

- Responsible for requests made to warehouse, stocking and stock checking, ensuring a minimum stock quantity for each consumable and reporting inventories.
- Liaise with service providers and supervise repairs and improvement, especially internet, electricity, cable TV networks.
- Monitor and Control Camp security provisions and ensure the camp is secure at all times for no risk. This will require close coordination with the Security subcontractor.
- Conduct hygiene audits in the camp and kitchen, including date and storage methodologies to ensure camp health and sanitation standards are maintained.
- Communicate health and safety issues of occupants with the management. Provide emergency health services on call as requested.

Educational Qualifications and Experience

- Bachelor's degree in Business Management, Hotel Management or Commerce
- Must fluent English and Local language
- Experience as a Camp Manager or similar facilities experience of at least 3 years
- Must possess a driving license

Employment Preference:

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- Foreigners

Contact:

The applicants are required to send the following to the undersigned through email

1. Detailed CV with cover letter,
2. Educational certificates
3. Experience testimonials
4. Driver License

To Mr. Wooseong Jo, Human Resource Manager, email: Jws614@hec.co.kr on or before **08th March 2024**. Shortlisted candidates shall be called on for an interview.