

JOB DESCRIPTION CONTRACTUAL POSITION	
JOB TITLE: ASSISTANT DETENTION MANAGER	
JOB SUMMARY:	
The incumbent is responsible for supervising daily operations at the Centre geared to ensuring that conditions comply with local and international standards for immigrant detention.	
REPORTS TO:	Detention Manager
SUPERVISION GIVEN TO:	All staff as required
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Assists in developing, coordinating executing and reviewing programmes, policies, procedures and systems for the care and custody of detainees and the security and safety of staff and the facility. ▪ Assists with the planning, directing and coordinating of human resource management activities at the Centre. ▪ Assists with the preparation of document (budgets, monthly reports, annual reports, etc.) for submission to the Permanent Secretary, Ministry of National Security and the Chief Immigration Officer. ▪ Assists with ensuring that the buildings and equipment at the Centre are properly maintained. ▪ Directs the daily operations of the Centre including patrols and security arrangements on the compound. ▪ Identifies training needs and submits appropriate recommendations to the Manager. ▪ Monitors the allocation and use of resources at the Centre and submits recommendations for improvement if required. ▪ Monitors and evaluates the work of subordinates. ▪ Attends meetings, conferences, seminars and other forums as requested. ▪ Serves as second in command on the team of officers conducting investigations with a view to arresting detainees who escape from the Centre. ▪ Performs other related duties. 	
KNOWLEDGE, SKILLS AND ABILITIES	
ROLE SPECIFIC TRAINING:	<ul style="list-style-type: none"> ▪ Training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Ability to function efficiently in a volatile and stressful work environment. ▪ Ability to analyse situations objectively and quickly determine the proper course of action to be taken. ▪ Ability to work both independently and as a member of a team. ▪ Ability to ensure the confidentiality of privileged information. ▪ Written and verbal communication skills at a level commensurate with the responsibilities of the position. ▪ Proficiency in Microsoft Office Suite.
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MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ At least ten (10) years supervisory experience in Policing, Corrections or Security. ▪ Appointment as a Special Reserve Police Inspector by the Commissioner of Police 	

