

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: DETENTION MANAGER

JOB SUMMARY:

The incumbent is responsible for overall operations at the Centre whilst ensuring that conditions comply with local and international standards for immigrant detention.

REPORTS TO: Administrator

SUPERVISION GIVEN TO: Assistant Detention Managers and support staff.

DUTIES AND RESPONSIBILITIES:

- Develops, coordinates, executes and review programmes, policies, procedures and systems for the care and custody of detainees and the security and safety of staff and the facility.
- Ensures the availability of funds for the efficient and effective operation of the Centre.
- Plans, directs and co-ordinates the human resource management activities at the Centre.
- Prepares documents (budgets, monthly reports, annual reports, etc.) for submission to the Permanent Secretary, Ministry of National Security and the Chief Immigration Officer.
- Formulates, implements and monitors policies and procedures for the efficient and effective operation of the Centre.
- Ensures that the buildings and equipment in the Centre are properly maintained.
- Ensures that all expenditure incurred is in accordance with the rules and regulations governing the disbursement of funds in the Public Service.
- Arranges for the training and development of staff at the Centre.
- Ensures that resources are properly allocated and utilized at the Centre.
- Represents the Centre at meetings, conferences, seminars and other forums.
- Leads the team of Detention 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:

- Training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution.

SKILLS AND ABILITIES:

- 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 long hours and also at nights, on weekends and on public holidays.
- Ability to maintain and ensure the confidentiality of privileged information.
- Written and verbal communication skills at a level commensurate with the responsibilities of the position.

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| | <ul style="list-style-type: none">▪ Proficiency in Microsoft Office Suite. |
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MINIMUM EXPERIENCE AND TRAINING:

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- Advanced training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution.
- Considerable managerial experience in policing, corrections or security.