

Opening Date: 6 February 2019
Closing Date: 20 February 2019
Location: Tortola
Vacancy Notice No. 14 of 2019
Job Classification: Grade 7
Ministry/Department/Unit: Department of Trade, Investment, Promotion & Consumer Affairs
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$24,485 - \$38,906.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Senior Executive Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide professional and executive support to management in an efficient and effective manner for office related matters.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support and the supervision of assigned staff.
2. Provide professional frontline service to clients.
3. Schedule and attend meetings, record and report minutes as required.
4. Draft, type and proof-read various documents ensuring accuracy.
5. Administer and maintain systems and records ensuring the security of data.
6. Assist/Provide research support as required.
7. Perform relevant accounting functions, including:
 - a. Prepares purchase orders and vouchers within a specified timeframe to ensure that internal records for expenses are accurately kept and orders are made in a timely manner.
 - b. Reconciles invoices and bills to purchase orders before payment so that accurate payments are made.
 - c. Records all accounting transactions in the vote book.
 - d. Assists with the drafting of the annual budget.
 - e. Assists with the preparation of monthly financial statements for the Accounting Officer.
 - f. Prepares and processes the relevant forms and paperwork to complete related financial accounting processes.
 - g. Assists with maintaining inventory levels.
 - h. Liaises with other relevant departments and vendors.
8. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Business Administration, Management or related field
- Three (3) years working experience in a related area
- Typing speed 45-55 wpm
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure
- Sound supervisory skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:
**Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110**

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

British Virgin Islands
Or by email: hrdemployment@gov.vg

prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.