



## Vacancy Notice No. 13

<b>Opening Date:</b>	12 <sup>th</sup> April, 2019
<b>Closing Date:</b>	30 <sup>th</sup> April, 2019
<b>Job Title:</b>	Senior Administrative Officer
<b>Department/Unit:</b>	Support Services Unit (SSU)
<b>Position Type:</b>	Full-Time
<b>Other Details:</b>	One Year Probationary Period

**Role Summary:** The successful applicant will provide professional and efficient administrative support for all units to facilitate the smooth and efficient function/operation of the International Tax Authority.

**Minimum Qualifications & Experience:**

- Associate's Degree in Business Administration, Management or a related field
- Four (4) or more years of experience in a related field

**Main Responsibilities:**

1. Provide professional secretarial and administrative support for respective units as required.
2. Meet and courteously greet visitors and/or clients to maintain good relations; assist with the front desk responsibilities in absence of designated officer.
3. Answer, screen and transfer calls; take messages and distributing them as needed to ensure timely and adequate information flow; handle inquiries or requests when appropriate.
4. Assist with the preparation for meetings and presentations; carry out research and assist in gathering information, verifying data and processing paperwork.
5. Prepare, type, compile reports, correspondence and other documents as needed; proofread to ensure accuracy.
6. Ensure that incoming correspondence is managed in terms of priority or importance and delivered and/or recorded appropriately to facilitate effective information flow and decision making.
7. Organize and co-ordinate travel, accommodation and transport to seminars, conferences, meetings and other events as needed; ensure all relevant immigration requirements are met.
8. Liaise with staff, clients and suppliers as directed.
9. Assist with filing correspondence and records management, organization and retrieval.
10. Update and maintain information on computer systems, databases, spreadsheets and in archives.
11. Assist with the maintenance of minor office equipment to facilitate consistent function of the ITA.
12. Any other related duties as may be required by the Director or senior officers in order to contribute to the effective and efficient function of ITA.

**Knowledge and Skills:**

- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of Government structure, policies and procedures

- Sound oral and written communication skills
  - Excellent interpersonal, organizational and time management skills
  - Ability to work on own initiative and attend to details
  - Ability to work well under pressure and as a team
  - Good knowledge of general office procedures
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## **HOW TO APPLY**

The cover letter and resumes of interested candidates should be submitted to the Board of the International Tax Authority at the below address by the closing date.

**Chairman, Board of the International Tax Authority**  
**c/o Director, International Tax Authority**  
**Omar Hodge Building, 2<sup>nd</sup> Floor**  
**Road Town, Tortola**  
**British Virgin Islands VG1110**

Or by Email: [BVITA@gov.vg](mailto:BVITA@gov.vg)

Applicants should submit the Employment Application with 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.

*Important Notice: Qualified candidates who are considered for potential employment with the International Tax Authority 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 International Tax Authority.*