

**Opening Date:** 19 June 2018  
**Closing Date:** 3 July 2018  
**Location:** Tortola  
**Vacancy Notice No.** 23/2018  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Water and Sewerage Department  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$38,269 – \$60,803**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Senior Administrative Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist with the Ministry's administrative functions to ensure its efficiency and effectiveness.

### MAIN RESPONSIBILITIES

1. Maintain, manage and oversee inventory, records and systems.
2. Assist in the planning and execution of the Ministry's work.
3. Provide administrative and specialised support to management and organise events.
4. Research, analyse and prepare reports and advice.
5. Prepare correspondences and annual and monthly reports to ensure accurate dissemination of information.
6. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.
7. Serve as personal assistant to the Director, including scheduling and maintaining the diary and organising meetings.
8. Serve as the office manager for the Department and ensure the general maintenance of the office building.
9. Supervise assigned staff and ensure that health and safety measures are implemented and monitored.
10. Ensure the proper records management, organisation and retrieval of documents.
11. Provide professional frontline services.
12. Liaise with internal and external customers and stakeholder on various water and sewerage matters.
13. Assist with processing paperwork, gathering information and verifying data.
14. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Three (3) to five (5) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure

### 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**  
**British Virgin Islands**

Or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

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.

*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.*