

Opening Date: 20 November 2023
Closing Date: 04 December 2023
Location: Tortola
Vacancy Notice No. GG 33 of 2023
Job Classification: Grade 1
Ministry/Department/Unit: Magistracy
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$16,643-\$17,675 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Office Generalist Trainee

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with frontline and/or courier duties to ensure professional customer service is provided to the Ministry/Department and public at all times.

MAIN RESPONSIBILITIES

1. Provide professional frontline service to clients.
2. Assist visitors in a timely manner to facilitate effective communication and customer service.
3. Ensure that all correspondence is collected, delivered and recorded appropriately according to the procedural guide to facilitate effective information flow.
4. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
5. Maintain office equipment and assist senior officers by completing all photocopying, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Ministry/Department.
6. Maintain vehicles in accordance to procedural guide to ensure they are in working order when required.
7. Ensure that hearing lists and civil summonses are prepared in accordance with the procedural guide in order to facilitate effective management of the department.
8. 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 Ministry/Department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Communicates clearly and effectively
4. Manages relationships with others in the team, including your manager
5. Anticipates and assists change

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School diploma or equivalency
- Valid BVI driver's licence
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of the use of standard office equipment and computer applications
- Basic knowledge of general office procedures
- Sound interpersonal skills
- Good oral and written communication 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:

Permanent Secretary
Deputy Governor's Office
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrrdbvi@gov.vg

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 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.