

Opening Date: 24 January 2023
Closing Date: 07 February 2023
Location: Tortola
Vacancy Notice No. GG 3 of 2023
Job Classification: Grade 7
Ministry/Department/Unit: Elections Office
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary **\$24,485 annum**. Salary will be commensurate with 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. Provide assistance to the Supervisor of Elections and carry out duties in accordance with the election laws to include:
 - a. preparing for and conduct electoral exercise
 - b. prepare, vet and finalize the Register Voters
 - c. keep custody of and distribute all forms and preliminary voters list to members of the public
 - d. ensure all materials for polling day are available for distribution
 - e. selection of suitable candidates for presiding officers and poll clerks and assist with their training
 - f. ensure all outlets have a supply of registration forms and receive completed applications and process them
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. Contributes 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 and computer applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work 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:

**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.