

LEARNING AND GROWTH OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE

LevelUp

Opening Date: 5th September 2019
Closing Date: 12th September 2019
Location: Simms Building, Road Town, Tortola
Ministry/Department: Department of Human Resources
Job Classification: Administrative and Clerical
Assignment Duration: Full time; 6-Month Assignment

ORGANISATIONAL BACKGROUND

Are you seeking an opportunity to:

- ✓ *work in a different area and environment,*
- ✓ *grow your knowledge and experience,*
- ✓ *develop new skills,*
- ✓ *and work with a dynamic team on some transformative and exciting initiatives?*

Come flex your skills and help support a few of our key 2019/2020 initiatives:

- **2019 Skills Profile**
- **Role Profiles Revamp Project**
- **Implementation of JEMs (Job Evaluation Manager) system**

RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through administration of daily operations.
2. Draft, type and proof-read various documents ensuring accuracy.
3. Provide up-to-date advice on HR related matters, procedures and regulations to members of the public and to staff to help them carry out their daily operations.
4. Assist/Provide research support as required.
5. Maintain records relevant to the specific unit and also ensure that complete records are available for reference.
6. Update and maintain information on computer systems, databases and spreadsheets and in archives.
7. Assist with the preparation of meeting and presentation materials.
8. Assist with processing paperwork, gathering information and verifying data.
9. 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.

PREFERRED SKILLS AND COMPETENCIES

- Sound knowledge of Government structure, Human Resources Management policies and procedures
- Sound knowledge of the use of standard office equipment and relevant computer applications specifically excel beyond the basic level (i.e. use of pivot tables and formulas)
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work with minimal direct supervision, and work well under pressure
- A flexible, adaptive and learning approach to work

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment
- Fieldwork

HOW TO APPLY:

All applications must be submitted to the Department of Human Resources provided below by the closing date.

**Director of Human Resources
Department of Human Resources
Simms Building**

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrdbvi@gov.vg