

LEARNING AND GROWTH OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE Administrative Officer

LevelUp

Opening Date: 18th November, 2019
Closing Date: 2nd December 2019
Location: Sekal Building, 2nd Floor, Road Town, Tortola
Ministry/Department: Magistrate's Court
Job Classification: Administrative and Clerical
Assignment Duration: Full time; **3 Months Assignment**

ORGANISATIONAL BACKGROUND

Are you seeking an opportunity to:

- ✓ temporarily 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?

RESPONSIBILITIES

1. Provide professional frontline service to clients.
2. Conduct research and prepare periodic reports to the department for management purposes.
3. Draft and type correspondence and proof-read various documents ensuring accuracy.
4. Maintain records and inventory levels for the department ensuring supplies are in stock, liaise with local and overseas suppliers and vendors and prepare requisition ensuring accuracy.
5. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
6. Organise and coordinate travel, seminars, conferences, meetings and events; attend, record and report minutes as required.
7. Provide full administrative support to the Ministry/Department.
8. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.
9. Serve as personal assistant to Magistrates.
10. Develop and maintain a cordial working relationship with Attorneys, public and other public officers to ensure a pleasant working environment within the department.
11. Assist in supervising the functions of the Court Clerks and Messengers and ensure the necessary warrants are issued.
12. Assist with the preparation of quasi applications as may be directed and assist the Court Manager in the preparation of the department's annual budget.
13. Assist with the performance of the human resources functions.
14. Liaise with the senior magistrate/magistrate as pertaining to court processes.

**PREFERRED SKILLS AND
COMPETENCIES**

- Good knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Excellent research skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure
- Good supervisory and management skills

**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
