

REDEPLOYMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE

Senior Administrative Officer



Opening Date:	5 th January, 2021
Closing Date:	20 th January, 2020
Location:	3 rd Floor, Elliott Hodge Building
Ministry/Department:	Cabinet Office
Job Classification:	Administrative
Assignment Duration:	Full time; 6-Month 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. Maintain, manage and oversee inventory, records and systems.
2. Assist in the planning and execution of the Department's work.
3. Provide administrative and specialised support to management and organise events.
4. Research, analyse and prepare reports and advice.
5. Prepare correspondence and annual and monthly reports to ensure accurate dissemination of information.
6. Perform the relevant human resources functions for the Department including, monitoring leave administration, assisting with the recruitment process, conducting orientation sessions, coordinating training requests and monitoring staff matters.
7. Perform the role of office manager including, ensuring that the Department premises are maintained at the appropriate standards and liaise with the necessary Departments to ensure that equipment are up to date.
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 department.

PREFERRED SKILLS AND COMPETENCIES

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

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment

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

