

# LEARNING AND DEVELOPMENT OPPORTUNITY



## INTERNAL REASSIGNMENT NOTICE Administrative Officer



Opening Date:	11 <sup>th</sup> January 2022
Closing Date:	25 <sup>th</sup> January 2022
Location:	Road Town, Tortola
Ministry/Department:	Treasury Department
Job Classification:	Administrative and Clerical
Assignment Duration:	Full time; <b>6 Months Assignment</b>

### Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills,
- ✓ work with a dynamic team on some transformative and new 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 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.

### SKILLS AND COMPETENCIES

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- One (1) to two (2) years working experience
- Good knowledge of Government structure, policies and procedures
- Good oral and written communication 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

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment

#### HOW TO APPLY:

Please complete the **Job Rotation Application** and provide an up to date **resume**. All application packets 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, 2<sup>nd</sup> Floor**

**Road Town, Tortola VG 1110 British Virgin Islands** Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)