

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Senior Administrative Officer



Opening Date: 26th May, 2022

Closing Date: 8th June, 2022

Location: Road Town, Tortola

Ministry/Department: Ministry of Health & Social Development

Job Classification: Administrative

Assignment Duration: Full time; **6 Months Assignment**

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop and utilize new skills,

RESPONSIBILITIES

1. Maintain, manage and oversee inventory, records and systems.
2. Assist in the planning and execution of the Ministry's work.
3. Provide administrative and specialised support to management and organise events.
4. Research, analyse and prepare reports and advice.
5. Prepare correspondences and annual and monthly reports to ensure accurate dissemination of information.
6. 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.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Three (3) to five (5) years related experience
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent oral and written communication skills
- 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

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 at the address provided below by the closing date.

Director of Human Resources

Department of Human Resources

Simms Building, 2nd Floor

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