

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REDEPLOYMENT NOTICE

### Senior Administrative Officer (Personal Assistant)



**Opening Date:** 26<sup>th</sup> May, 2022

**Closing Date:** 8<sup>th</sup> 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. Organise and coordinate travel, seminars, conferences, meetings and events; attend, report and record minutes of meetings as required;
7. Manage the workflow of projects to ensure timely completion and accurately report on progress.
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.

#### 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, 2<sup>nd</sup> Floor**

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