

LEARNING AND DEVELOPMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE Executive Officer



Opening Date:	11th August , 2022
Closing Date:	25th August, 2022
Location:	Road Town, Tortola
Ministry/Department:	Facilities Management Unit
Job Classification:	Administrative/ Management Support
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 new skills,
- ✓ work with a dynamic team on some transformative and new initiatives?

RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support.
2. Answer, screen and transfer calls appropriately, record messages and distribute to officers.
3. Provide professional frontline service to clients.
4. Administer and maintain systems and records ensuring the security of data.
5. Coordinate meetings and events, attend, record and report minutes as required.
6. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
7. Assist with research as required.
8. Draft and type correspondence and proof-read various documents ensuring accuracy.
9. Provide clerical support by completing all photocopying, scanning, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Ministry/Department.
10. Perform any other duties as required by the supervisor or senior officers in order to contribute to the effectiveness and efficiency of the department.

SKILLS AND COMPETENCIES

- High School Diploma or equivalent
- Five (5) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Sound knowledge of general office procedures
- Sound time management and organisational skills
- Sound oral and written communication skills
- Sound interpersonal skills and ability to work as a team player

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, 2nd Floor

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