

# LEARNING AND DEVELOPMENT OPPORTUNITY



## INTERNAL REASSIGNMENT NOTICE Office Generalist III



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| Opening Date:        | <b>11<sup>th</sup> August, 2022</b>       |
| Closing Date:        | <b>25<sup>th</sup> August, 2022</b>       |
| Location:            | <b>Road Town, Tortola</b>                 |
| Ministry/Department: | <b>Facilities Management Unit</b>         |
| Job Classification:  | <b>Administrative/ Management Support</b> |
| Assignment Duration: | <b>Full time; 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. Answer, screen and transfer calls appropriately, record messages and distribute them to officers to ensure a timely and adequate flow of information.
2. Perform clerical and data entry functions.
3. Update and maintain information on computer systems, databases and spreadsheets and in archives.
4. Assist in processing paperwork, gathering information and verifying data.
5. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
6. Ensure that all correspondence is collected, delivered and recorded appropriately to facilitate effective information flow.
7. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
8. Assist with the preparation of meetings and presentation materials.
9. Assist with maintenance of minor office equipment to ensure a well-functioning work environment.
10. 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.
11. Assist with records management, organisation and retrieval of documents.
12. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

### SKILLS AND COMPETENCIES

- High School Diploma or equivalent
- Three (3) 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, 2<sup>nd</sup> Floor**

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