

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Legal Executive Officer



Opening Date:	16 th October, 2020
Closing Date:	30 th October, 2020
Location:	TTT Building, Road Town
Ministry/Department:	Office of the Director of Public Prosecutions
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. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support and the supervision of assigned staff.
2. Type, proof-read, photocopy, collate and bind court bundles and ensure the required administrative support and service is provided in a timely manner.
3. Ensure that the minutes of meetings chaired by the Principal Crown Counsel are accurately recorded and distributed.
4. Coordinate meetings and manage the Principal Crown Counsel's calendar and court diary accurately.
5. Provide professional frontline service to clients.
6. Draft simple legal documents as assigned.
7. Draft, type and proof-read various documents ensuring accuracy.
8. Administer and maintain systems and records ensuring the security of data.
9. Assist/Provide research support as required.
10. Serves as personal assistant to the Director of Public Prosecutions.
11. Organise and coordinate travel.
12. Prepare standard court documents as assigned by the Director.
13. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Associate's Degree in Business Administration, Management or related field
- Three (3) years working experience in a related area
- Typing speed 35-45 wpm Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Sound supervisory skills

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Occasional extended working hours

HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Deputy Governor's Office via email dgohr@gov.vg **AND** 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: hrrdbvi@gov.vg