

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Licensing Clerk I



Opening Date: 19th November, 2020
Closing Date: 3rd December, 2020
Location: Pockwood Pond, Tortola
Ministry/Department: Department of Motor Vehicle
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. Perform cashier duties in the department to ensure the smooth processing of applications and collection of fees.
2. Assist customers with the completion of any relevant forms to ensure the smooth processing of applications.
3. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
4. Maintain records relevant to the specific department and keep filing up to date so that complete records are available for reference.
5. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
6. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Organises and develops self
- Manages self to ensure conduct meets departmental standards
- Develops and maintains effective working relationships
- Organises and maintains information
- Communicates information
- Supports change
- Contributes to the effective use of resources

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: hrcbvi@gov.vg