

REDEPLOYMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE



Senior Executive Officer

Opening Date: 10th March, 2025

Closing Date: 24th March, 2025

Location: Tortola

Ministry/Department: Office of the Governor

Job Classification: Administrative

Assignment Duration: 12-month Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills

RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Governor's Office through administrative and/or secretarial support and the supervision of assigned staff.
2. Provide professional frontline service to clients.
3. Schedule and attend meetings, record and report minutes as required.
4. Draft, type and proof-read various documents ensuring accuracy.
5. Administer and maintain systems and records ensuring the security of data.
6. Assist/Provide research support as required.
7. Complete a minimum of 60 Essential Learning Hours annually to enhance professional knowledge and skills.
8. 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 Governor's Office.

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 45-55 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
 - Ability to work under pressure
 - Manage time to meet personal objectives
 - Gain the trust and support of your manager
 - Contribute to the effective use of resources
 - Manage self to set an example
 - Maintain work activities to meet requirements including quality
 - Inform and advise others
-
- Normal office environment

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

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: hrcbvi@gov.vg