

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REDEPLOYMENT NOTICE

### Data Entry Clerk



Opening Date:	7 <sup>th</sup> October, 2021
Closing Date:	21 <sup>st</sup> October, 2021
Location:	Road Town
Ministry/Department:	Her Majesty's Custom
Job Classification:	Administrative
Assignment Duration:	Full time; <b>6 Month Assignment</b>

#### 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 clerical and data entry functions.
2. Update and maintain information on computer systems, databases and spreadsheets and in archives.
3. Assist in processing paperwork, gathering information and verifying data.
4. Ensure that all correspondence is collected, delivered and recorded appropriately to facilitate effective information flow.
5. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
6. Assist with the preparation of meetings and presentation materials.
7. 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.
8. Assist with records management, organisation and retrieval of documents.
9. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

#### QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School Diploma or equivalent
- Certificate in Computer Studies
- One (1) year relevant working experience or in a related field
- Good knowledge of Government structure, policies and procedures
- Good knowledge of the use of standard office equipment and computer applications
- Sound interpersonal skills
- Good oral and written communication skills
- Good time management and organisational skills
- Ability to type 40 wpm accurately
- Ability to work with minimum supervision

#### 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, 2<sup>nd</sup> Floor**

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