

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Office Generalist Trainee



Opening Date:	25 th November, 2021
Closing Date:	8 th December, 2021
Location:	Road Town
Ministry/Department:	Magistracy
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Month 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. Provide professional frontline service to clients.
2. Assist visitors in a timely manner to facilitate effective communication and customer service.
3. Ensure that all correspondence is collected, delivered and recorded appropriately according to the procedural guide to facilitate effective information flow.
4. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
5. Maintain office equipment and assist senior officers by completing all photocopying, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Ministry/Department.
6. Maintain vehicles in accordance to procedural guide to ensure they are in working order when required.
7. Ensure that hearing lists and civil summonses are prepared in accordance with the procedural guide in order to facilitate effective management of the department.
8. 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
- Valid BVI driver's licence
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of the use of standard office equipment and computer applications
- Basic knowledge of general office procedures
- Sound interpersonal skills
- Good oral and written communication skills

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: hrdbvi@gov.vg