

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Secretary II



Opening Date:	25 th November, 2021
Closing Date:	8 th December, 2021
Location:	Baugher's Bay
Ministry/Department:	Public Works Department
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. Ensure the smooth and efficient operation of the department through administration of daily secretarial operations.
2. Answer, screen and transfer calls appropriately, record messages and distribute to officers ensuring a timely and adequate flow of information.
3. Provide frontline service to clients.
4. Administer and maintain systems and records ensuring the security of data.
5. Coordinate and attend meetings, record and report minutes as required. Assist with the verbatim transcription of tapes, recordings and dictations when required.
6. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
7. Assist with research as required.
8. Serve as Secretary on assigned committees.
9. Draft and type correspondence and proof-read various documents ensuring accuracy.
Perform any other duties as required by the supervisor or management in order to contribute to the effectiveness and efficiency of the department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School Diploma or equivalency
- Two (2) years' experience in a related field
- Typing speed 45-60 wpm
- Good Knowledge of Government structure, policies, procedures and applicable laws
- Good knowledge of the use of standard office equipment and computer applications
- Ability to type 45-60 wpm
- Sound oral and written communication skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure

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