

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REDEPLOYMENT NOTICE

### Records Officer



<b>Opening Date:</b>	<b>25<sup>th</sup> November, 2021</b>
<b>Closing Date:</b>	<b>8<sup>th</sup> December, 2021</b>
<b>Location:</b>	Baugher's Bay
<b>Ministry/Department:</b>	Water & Sewerage Department
<b>Job Classification:</b>	Administrative
<b>Assignment Duration:</b>	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

- Maintain and manage the filing system to ensure accurate and well-organised document management for the Ministry, including:
  - Bring up files for action, forward to relevant officer and put away all files
  - Create new files and volumes as required, record on and maintain file index
  - File incoming correspondence on appropriate file, cross-reference as necessary
  - Maintain reference book and record file movement
  - Retrieve files for members of staff and request overdue files as necessary
  - Review files to ensure all outstanding matters have been dealt with and take necessary action
  - Provide general records management assistance to the Ministry
  - Archiving inactive files
- Answer, screen and transfer calls appropriately, record messages and distribute to officers.
- Provide professional frontline service to clients.
- Administer and maintain systems and records ensuring the security of data.
- Assist with photocopying, typing, drafting and proof-reading of routine correspondence as necessary to assist officers in performing their jobs appropriately.
- Maintain and assess the records.
- 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 equivalent
- Certificate in Records Management (preferred)
- Three (3) years related experience
- Good knowledge of Government structure, policies and procedures
- Excellent knowledge of Records Management
- Good knowledge of the use of standard office equipment
- Good knowledge of relevant computer software applications
- Good oral and written communication skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Library 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)