

REDEPLOYMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE



Office Generalist III

Opening Date: 11th March, 2025

Closing Date: 25th March, 2025

Location: Tortola

Ministry/Department: Premier's Office

Job Classification: Administration

Assignment Duration: 3-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. Answer, screen and transfer calls appropriately, record messages and distribute them to officers to ensure a timely and adequate flow of information.
2. Perform clerical and data entry functions.
3. Update and maintain information on computer systems, databases and spreadsheets and in archives.
4. Assist in processing paperwork, gathering information and verifying data.
5. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
6. Ensure that all correspondences are collected, delivered and recorded appropriately to facilitate effective information flow.
7. Assist with the filing of correspondences to keep filing up-to-date so that complete records are available for reference.
8. Assist with the preparation of meetings and presentation materials.
9. Assist with maintenance of minor office equipment to ensure a well-functioning work environment.
10. Provide clerical support by completing all photocopying, scanning, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Office.
11. Assist with records management, organisation and retrieval of documents.
12. Ensure the conference room is fully prepared, including setup of audio-visual equipment and seating, prior to the Premier's press conferences.
13. Maintain the Premier's vehicles by refueling, scheduling and overseeing servicing and detailing, and handling annual Department of Motor Vehicle (DMV) renewals.
14. Provide logistical support for territorial and other Premier's Office events, ensuring all materials and resources are available and venues are set up and broken down on time.
15. Manage the scheduling and booking of the conference room, maintaining an updated calendar and resolving any scheduling conflicts promptly.
16. Complete a minimum of 60 Essential Learning Hours annually to enhance professional knowledge and skills.
17. 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 Premier's Office.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School Diploma or equivalent
- Three (3) years working experience
- Valid BVI driver's licence (if required)
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Sound knowledge of general office procedures
- Sound time management and organisational skills
- Sound oral and written communication skills
- Sound interpersonal skills and ability to work as a team player

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork
- Some heavy lifting (up to 50lbs)

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: hrgbvi@gov.vg