

LEARNING AND DEVELOPMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE

Administrative Officer

LevelUp

Opening Date: 19th March, 2020

Closing Date: 3rd April, 2020

Location: Ralph T. O'Neal Administrative Complex

Ministry/Department: Premier's Office

Job Classification: Administrative

Assignment Duration: Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills,
- ✓ work with a dynamic team on some transformative and new initiatives?

RESPONSIBILITIES

1. Provide professional frontline service to clients.
2. Conduct research and prepare periodic reports to the department for management purposes.
3. Draft and type correspondence and proof-read various documents ensuring accuracy.
4. Maintain records and inventory levels for the department ensuring supplies are in stock, liaise with local and overseas suppliers and vendors and prepare requisition ensuring accuracy.
5. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
6. Organise and coordinate travel, seminars, conferences, meetings and events; attend, record and report minutes as required.
7. Provide full administrative support to the Ministry/Department.
8. Serve as Personal Assistant to the designated officer
9. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Good knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment
- Fieldwork

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: hrdbvi@gov.vg