

Opening Date: 20 November 2023
Closing Date: 04 December 2023
Location: Tortola
Vacancy Notice No. MCW 11 of 2023
Job Classification: Grade 7
Ministry/Department/Unit: Ministry of Communications and Works
Position Details: One year Probationary period
Established position
Employment Type: Part-time
Remuneration/Benefits: Salary range **\$24,485-\$32,075 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Senior Executive Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide professional and executive support to management in an efficient and effective manner for office related matters.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support and the supervision of assigned staff.
2. Provide professional frontline service to clients.
3. Schedule and attend meetings, record and report minutes as required.
4. Draft, type and proof-read various documents ensuring accuracy.
5. Administer and maintain systems and records ensuring the security of data.
6. Assist/Provide research support as required.
7. Answer, screen and transfer calls appropriately, record messages and distribute them to officers to ensure a timely and adequate flow of information.
8. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
9. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Business Administration, Management or related field
- Three (3) years working experience in a related area
- Typing speed 45-55 wpm
- 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 interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure
- Sound supervisory skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Permanent Secretary
Ministry of Communication & Works
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.