

Opening Date: 14 September 2023
Closing Date: 28 September 2023
Location: Tortola
Vacancy Notice No. PSC 95 of 2023
Job Classification: Grade 12
Ministry/Department/Unit: Office of the Deputy Governor
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$38,269-\$43,013 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Senior Administrative Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the Department's administrative functions to ensure its efficiency and effectiveness.

MAIN RESPONSIBILITIES

1. Maintain, manage and oversee inventory, records and systems.
2. Assist in the planning and execution of the Department's work.
3. Provide administrative and specialised support to management and organise events.
4. Research, analyse and prepare reports and advice.
5. Prepare correspondences and annual and monthly reports to ensure accurate dissemination of information.
6. Serve as personal assistant to the Permanent Secretary.
7. Manage the Permanent Secretary's diary and make appointments to ensure their timetable is manageable and well organized.
8. Assist with the administrative needs of the Governor's Group by completing tasks such as drafting correspondences, speeches, Cabinet papers, reports and coordinate and attend meetings for the Permanent Secretary.
9. Manage the workflow of projects and assignments to ensure timely completion and accurately reports on progress.
10. Assist with the coordination of activities of visiting officials to ensure their visit is well organized and productive.
11. Maintain communication with local, regional and international agencies in order to facilitate effective information flow.
12. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Ensures products and services meet quality requirements
5. Provides information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Five (5) years related experience
- Excellent knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Sound knowledge of relevant accounting applications
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

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:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

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.

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

or by email: hrdbvi@gov.vg

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.