

**Opening Date:** 1 October 2018  
**Closing Date:** 15 October 2018  
**Location:** Tortola  
**Vacancy Notice No.** 48/2018  
**Job Classification:** Grade 9  
**Ministry/Department/Unit:** Magistracy  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$28,818 – \$45,785**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Administrative Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will perform administrative and secretarial services in a timely and professional manner.

### MAIN 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; attends, record and report minutes as required.
7. Provide full administrative support to the Ministry/Department.
8. Serve as personal assistant to Magistrates.
9. Develop and maintain a cordial working relationship with Attorneys, public and other public officers to ensure a pleasant working environment within the department.
10. Assist in supervising the functions of the Court Clerks and Messengers and ensure the necessary warrants are issued.
11. Assist with the preparation of quasi applications as may be directed and assist the Court Manager in the preparation of the department's annual budget.
12. Assist with the performance of the human resources functions.
13. Liaise with the senior magistrate/magistrate as pertaining to court processes.
14. 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. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Provide leadership in your area of responsibility
5. Develop the trust and support of colleagues and stakeholders
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Unusual and extended working hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Three (3) years working experience in a related field
- Good knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Excellent research 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
- Good supervisory and management 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:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Road Town, Tortola VG 1110**

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to

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.

**British Virgin Islands**  
Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://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.*