

Opening Date: 17 November 2021
Closing Date: 1 December 2021
Location: Tortola
Vacancy Notice No. 50 of 2021
Job Classification: Grade 9
Ministry/Department/Unit: Elections Office
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$28,818-\$43,106 per annum**. Salary will be commensurate with 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; attend, record and report minutes as required.
7. Provide full administrative support to the Ministry/Department.
8. Serve as office manager.
9. Ensure the smooth and efficient operation of the department and the supervision of assigned staff.
10. Assist with the administration of human resources functions.
11. Ensure that all forms and preliminary voter lists are supplied to Outer Islands districts and members of the public in accordance with election laws. Maintain regular communication with the Sister Islands Programme Coordinator.
12. Assist the Supervisor of Elections with continued voter registration and updating of voters. Also assist with preparing, vetting and finalizing the Register of Voters for general elections and referenda. Must also assist with the selection of suitable candidates for presiding officers and poll clerks and assist with their training.
13. Administer and maintain systems and records ensuring the security of data.
14. 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.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organizational 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
- Irregular and extended hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Three (3) years working experience
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, procedures and policies
- 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
- Sound 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.

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.

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.

Agency:

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

or by email: hrcbvi@gov.vg

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.