

Opening Date: 25 May 2022
Closing Date: 8 June 2022
Location: Tortola
Vacancy Notice No. 53 of 2022
Job Classification: Grade 12
Ministry/Department/Unit: Magistracy
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$38,269-\$41,827 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. Maintain supervision over the preparation of records of appeals, depositions, inquires payment of vouchers, purchase orders and warrants to ensure the actions of the court are fulfilled.
7. Prepare and process information in relation to Criminal Assizes and Court of Appeal to be forwarded to the High Court Registry to maintain the flow of information.
8. Ensure that the premises are secured and act as an On-Call Officer for security calls in order to maintain the safety of staff, equipment and files.
9. Undertake the role of the Deputy Court Manager in their absence to ensure the necessary tasks are completed in a timely manner.
10. Assist with the preparation of the annual budget.
11. Perform human resources functions.
12. Supervise assigned staff.
13. 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. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide 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
- 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.

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: hrdbvi@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.