

**Opening Date:** 19 January 2017  
**Closing Date:** 02 February 2017  
**Location:** Tortola  
**Vacancy Notice No.** 02/2017  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Ministry of Health and Social Development  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$38,269 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Senior 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. Maintain, manage and oversee inventory, records and systems.
2. Assist in the planning and execution of the Ministry'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. Provides administrative support to the Non-Profit Organizations (NPO) Board including, but not limited to:
  - a. Drafting correspondence, writing reports, recording minutes, coordinating and scheduling meetings and updating the required database
  - b. Sits as a member of the NPO Board
  - c. Assesses and facilitates the processing of NPO applications against the requirements outlined in the NPO Act
  - d. Collects registration fees on behalf of the NPO Board
  - e. Performs any other duty required of the Registrar of NPO's
7. 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
- Three (3) to five (5) years related experience
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent oral and written communication skills
- 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 must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrgbvi@gov.vg](mailto:hrgbvi@gov.vg)

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.

*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.*