

Opening Date: 19 January 2017
Closing Date: 02 February 2017
Location: Tortola
Vacancy Notice No. 03/2016
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 (Personal Assistant)

Government of the Virgin Islands



ROLE SUMMARY	The successful applicant will perform administrative and secretarial services in a timely and professional manner.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none">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. Organise and coordinate travel, seminars, conferences, meetings and events; attend, report and record minutes of meetings as required;7. Manage the workflow of projects to ensure timely completion and accurately report on progress.8. 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	<ol style="list-style-type: none">1. Develop the trust and support of colleagues and stakeholders2. Manage time effectively3. Provide leadership in area of responsibility4. Ensure products and services meet quality requirements5. Provide information and advice to others6. Plan for the use of resources7. Plan for change8. Minimise interpersonal conflict
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none">▪ Normal office environment
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">▪ 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	<p>All applications for employment must be submitted to the address provided below by the job closing date.</p> <p>Agency:</p> <p>Public Service Commission c/o Department of Human Resources Central Administration Complex Road Town, Tortola VG 1110 British Virgin Islands</p> <p>Or by email: hrdbvi@gov.vg</p> <p>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.</p> <p><i>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.</i></p>