

Opening Date: 26 August 2016
Closing Date: 09 September 2016
Location: Tortola
Vacancy Notice No.: 74/2016
Job Classification: Grade 12
Ministry/Department/Unit: Public Works Department
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 assist with the 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. Assist with the oversight of accounting functions.
7. 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.
8. Assist in the preparation of the department annual budget to ensure efficient management of the department.
9. Ensure that the department's compounds are up kept and that the procedures and guidelines for visiting sister islands are upheld to ensure the health and safety of others.
10. 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
- Normal office environment

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

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: 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.

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.