

Opening Date: 19 September 2016
Closing Date: 3 October 2016
Location: Tortola
Vacancy Notice No. 81/2016
Job Classification: Grade 14
Ministry/Department/Unit: Attorney General's Chambers
Position Details: One year probationary period
Short term/leave relief (Three Years)
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$47,371 - \$75,282.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Assistant Secretary

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage with the Chamber's administrative functions to ensure its efficiency and effectiveness.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operations of the Chambers through the management of the daily operations and supervision of assigned staff.
2. Serve as Office Manager for the Chambers.
3. Prepare correspondences and reports to ensure accurate dissemination of information.
4. Provide administrative and specialised support (including paralegal support) to management.
5. Organise and coordinate travel, seminars, conferences, meetings and events; attend, record and report minutes as required.
6. Maintain, manage and oversee inventory, records and systems.
7. Conduct research and assist with policy development, analysis and delivery in line with the requirements of the Ministry.
8. Conduct special projects as assigned in order to contribute to the effectiveness and efficiency of the Department.
9. Assist with the development and implementation of the strategic plans for the Chambers.
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. Manage your own resources and professional development
2. Participate in meetings
3. Analyse information
4. Ensure compliance with legal, regulatory, ethical and social requirements
5. Provide leadership in your area of responsibility

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Irregular and extended work hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Law, Business Administration/Management, Public Administration or related field
- Five (5) years working experience in a related area
- Excellent knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound interpersonal and organisational skills
- Sound paralegal skills
- Ability to work well under pressure
- Good supervisory and management skills

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: hrcdbvi@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.