

Opening Date: 14 July 2017
Closing Date: 28 July 2017
Location: Tortola
Vacancy Notice No. GG/09/2017
Job Classification: Grade 02/03/04
Ministry/Department/Unit: Department of Human Resources
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$17,435 - \$29,088** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Human Resources Clerk

I/II/III

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance to the Manager or equivalent to ensure all secretarial, administrative, reception, and HR related matters are dealt with.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through administration of daily operations.
2. Ensure all secretarial and administrative duties are performed including typing, photocopying, logging all incoming and outgoing mail and filing for the department.
3. Draft and type correspondence and proof-read various documents ensuring accuracy.
4. Administer and maintain systems and records ensuring security of confidential personnel data, ensuring that ethical and legal guidelines are maintained.
5. Liaise with Ministries / Departments to follow-up on employment related actions.
6. Provide up-to-date advice on HR related matters, procedures, regulations and general information to staff to help them carry out their daily operations.
7. Assist with processing paperwork, gathering information and verifying data.
8. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
9. Assist with the maintenance of the Group Health Insurance Plan by performing daily operations and acting as a Liaison Officer.
10. Assist with the administrative functions of supplemental plans and reconcile insurance plans to ensure these operate effectively.
11. 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. Plan own time effectively
2. Observe departmental standards for own conduct
3. Manage own work
4. Ensure own actions reduce risk to health and safety
5. Manage customer relationships
6. Contribute to the effective use of resources
7. Communicate clearly and effectively

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- One (1) to three (3) years' experience in a related area
- Basic to sound knowledge of Government structure, policies and procedures
- Basic to sound knowledge of the use of standard office equipment and relevant computer software applications
- Basic to good knowledge of the JD Edwards Accounting Software
- Basic to sound oral and written communication skills
- Basic to sound interpersonal and organisational 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:

**Permanent Secretary (Acting)
Deputy Governor's Office
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: www.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

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrdbvi@gov.vg

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.