



RDA Temporary Employment Opportunity

Opening Date:	22nd March, 2019
Closing Date:	5th April, 2019
Job Title	Administrative Assistant
Location:	Road Town, Tortola
External Agency:	Recovery and Development Agency
Assignment Duration:	Full Time Secondment; Minimum Period of Three (3) Years

ORGANISATIONAL BACKGROUND

The Government of the Virgin Islands in collaboration with the Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of Administrative Assistant.

PURPOSE

The successful applicant will provide administrative support to ensure efficient operation of the office and/or internal Divisions; supports managers and employees through a variety of tasks related to organization and communication.

RESPONSIBILITIES

1. Answers phones promptly and use good judgment to prioritise the distribution of messages in a timely manner.
2. Provide general administrative and clerical support including mailing, scanning and copying.
3. Prepare meeting materials and assists with the development of PowerPoint presentations; compiling presentation.
4. Records minutes at various meetings and archives them accordingly.
5. Prepare and modify documents including correspondences and reports.
6. Managing and updating workload tracking documents, programme and project budgets.
7. Conduct desk-based research.
8. Maintain electronic and hard copy filing system.
9. Open, sort, and distribute incoming correspondences.
10. Assist in resolving any administrative problems.
11. Performs errands to post office and office supply store.
12. Maintain office supplies for department.

PREFERRED SKILLS AND COMPETENCIES

- Associate/Bachelor's degree in Business Administration
- Three (3) years of administrative support experience
- Exceptional customer service skills
- Requires strong communication skills, both verbal and written, organisational skills, both analytical and problem solving
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software: MS Word, Excel, PowerPoint

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Field work

HOW TO APPLY

The cover letter and resumes of interested public officers are to be submitted to the Department of Human Resources at the below address by the closing date.

**Director of Human Resources
Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrdbvi@gov.vg

Programme Details:

The temporary employment provides an opportunity for public officers to further enhance their knowledge, skills and overall competencies by being shifted, for a period of time, to employment with the RDA.

Application Process:

Submit resume and cover letter to the Department of Human Resources.