

JOB VACANCY NOTICE
Senior Administrative Officer
(NPO)
(Internal Applicants Only)



Government of the Virgin Islands

Opening Date: 4 July 2018
Closing Date: 20 July 2018
Location: Tortola
Vacancy Notice No. 27/2018
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.

ROLE SUMMARY

The successful applicant will assist with the Ministry's 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 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. Provides administrative support to the Non-Profit Organizations (NPO) Board including, but not limited to:
 - a. Drafting correspondence, writing reports, recording minutes, coordinating and scheduling meetings and updating the required database
 - b. Sits as a member of the NPO Board
 - c. Assesses and facilitates the processing of NPO applications against the requirements outlined in the NPO Act
 - d. Collects registration fees on behalf of the NPO Board
7. Performs any other duty required of the Registrar of NPO's.
8. Performs 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
7. Plan for change
8. Minimise interpersonal conflict

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal Office Environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Three (3) to five (5) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure

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:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrcbvi@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 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.