

Opening Date: 17 December 2018
Closing Date: 7 January 2019
Location: Tortola
Vacancy Notice No.: GG/21/2018 **(INTERNAL APPLICANTS ONLY)**
Job Classification: Grade 05
Ministry/Department/Unit: Department of Human Resources
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$21,287 - \$33,827** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Human Resources Records
Clerk
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform record management and clerical duties in an efficient and competent manner to ensure the daily operations run efficiently. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Maintain and manage the filing system to ensure accurate and well-organised document management for the Ministry, including:
 - a. Bring up files for action, forward to relevant officer and put away all files
 - b. Create new files and volumes as required, record on and maintain file index
 - c. File incoming correspondence on appropriate file, cross-reference as necessary
 - d. Maintain reference book and record file movement
 - e. Retrieve files for members of staff and request overdue files as necessary
 - f. Review files to ensure all outstanding matters have been dealt with and take necessary action
 - g. Provide general records management assistance to the Ministry
 - h. Archiving inactive files
2. Answer, screen and transfer calls appropriately, record messages and distribute to officers.
3. Provide professional frontline service to clients.
4. Administer and maintain systems and records ensuring the security of data.
5. Assist with photocopying, typing, drafting and proof-reading of routine correspondence as necessary to assist officers in performing their jobs appropriately.
6. Maintain and assess the records.
7. Assist with the recruitment process by preparing employment applications for review by departments.
8. Prepare relevant correspondence to applicants to ensure the recruitment process runs efficiently.
9. Monitor the Department's general email account and perform the necessary actions to ensure all correspondence is addressed in a timely manner.
10. Perform any other duties as required by the supervisor or management in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Organise and develop yourself
2. Develop and maintain effective working relationships within your team
3. Organise and maintain information
4. Communicate information
5. Maintain the quality of your team's work
6. Supports change

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Library environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Certificate in Records Management (preferred)
- Three (3) years related experience
- Good knowledge of Government structure, policies and procedures
- Excellent knowledge of Records Management
- Good knowledge of the use of standard office equipment
- Good knowledge of relevant computer software applications
- Good oral and written communication skills
- Good 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.

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.

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 hrcbvi@gov.vg

Agency:

**Permanent Secretary, (Ag)
Deputy Governor's Office
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: www.hrdbvi@gov.vg

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.