

Opening Date: 6 July 2018
Closing Date: 20 July 2018
Location: Tortola
Vacancy Notice No. MEC/03/2018
Job Classification: Grade 03/04
Ministry/Department/Unit: Virgin Islands School of Technical Studies, Ministry of Education and Culture
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$18,367 - \$29,088** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Secretary I/II
(Internal Applicants Only)
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide secretarial and administrative support in an efficient and effective manner to ensure a professional customer service is provided the department and to the public.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administration of daily secretarial operations.
2. Answer, screen and transfer calls appropriately, record messages and distribute to officers ensuring a timely and adequate flow of information.
3. Provide frontline service to clients.
4. Administer and maintain systems and records ensuring the security of data.
5. Coordinates and attends meetings, record and report minutes as required. Assist with the verbatim transcription of tapes, recordings and dictations when required.
6. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
7. Assist with research as required.
8. Serve as Secretary on assigned committees.
9. Draft and type correspondence and proof-read various documents ensuring accuracy.
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. Contributes to the objective setting process and plans time effectively
2. Manages relationships with others in a team, including your manager
3. Contributes to the effective use of resources
4. Communicates clearly and effectively
5. Observes departmental standards for own conduct

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Diploma or equivalency
- Two (2) to three (3) years' experience in a related field
- Good Knowledge of Government structure, policies, procedures and applicable laws
- Good knowledge of the use of standard office equipment and computer applications
- Sound oral and written communication skills
- Good to 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:

Permanent Secretary
Ministry of Education and Culture
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 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.