

**Opening Date:** 31 July 2018  
**Closing Date:** 14 August 2018  
**Location:** Tortola  
**Vacancy Notice No.** MEC/05/2018  
**Job Classification:** Grade 05  
**Ministry/Department/Unit:** Elmore Stouff High School  
**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**  
**Executive Officer**  
**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 professional customer service is provided to the department and to the public.

**MAIN RESPONSIBILITIES**

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support.
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. Coordinate meetings and events, attend, record and report minutes as 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. Draft and type correspondence and proof-read various documents ensuring accuracy.
9. Provide clerical support by completing all photocopying, scanning, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Ministry/Department.
10. Assist with the processing of the sale of textbooks and other student supplies, as well as the management of government revenue.
11. Perform any other duties as required by the supervisor or senior officers in order to contribute to the effectiveness and efficiency of the department.

**BEHAVIOURAL  
COMPETENCIES**

1. Develops and maintains effective working relationships within and outside the team
2. Manages relationships with others in a team, including your manager
3. Manages self to ensure conduct meets departmental standards
4. Maintains work activities to meet requirements including quality
5. Organises and maintains information

**WORKING CONDITIONS/  
ENVIRONMENTAL FACTORS**

- Normal office environment

**MINIMUM  
QUALIFICATIONS AND  
EXPERIENCE**

- High School Diploma or equivalency
- Five (5) years' experience in a related field
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound oral and written communication 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:

**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](mailto:www.hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*