



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Aide de Camp
MINISTRY: Governor's Office
LOCATION: Providenciales

JOB SUMMARY:

The job holder is responsible for providing transportation, personal security and general assistance to His Excellency the Governor in performing their official duties. The position requires the incumbent to be a mature, responsible and accountable individual who will be expected to maintain high service standards and be very punctual. The incumbent must be able to pay keen attention to detail, be able to work flexible hours and also be physically fit in order to carry out the assigned duties and responsibilities.

KEY DUTIES AND RESPONSIBILITIES

- Transport His Excellency the Governor in accordance with the Official Transportation Diary
- Provide personal security for His Excellency the Governor and relevant family members in accordance with procedures and protocols
- Liaise with the Director over the official diary of His Excellency the Governor to provide efficient transportation services
- Transport official visitors, other personnel and materials as instructed
- Ensure timely delivery of clients or materials
- Assist with preparation and organization of official functions
- Load and unload materials from the vehicle
- Keep a written record of activities where required
- Clean vehicle inside and outside all times
- Organize general maintenance of official vehicles as required
- Adhere to all Public Service codes, rules and regulations
- Perform other related tasks as assigned.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

Qualifications:

Essential:

- A High School Diploma
- A valid driver's license

Experience:

Essential:

- A minimum of two (2) years driving experience with a valid driver's license
- Ability to drive both automatic and manual shift

Desirable:

- Experience in driving a wide range of vehicles (cars, trucks, vans)





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REMUNERATION PACKAGE

Salary: Grade 5 - \$38,691.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk. Applications can be hand delivered, or sent by email to: recruitment@gov.tc

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

BELONGERS NEED ONLY APPLY

