



## GOVERNMENT VACANCY

**JOB TITLE:** Administrative Officer

**MINISTRY:** National Audit Office

**LOCATION:** Providenciales

### Role Summary:

To support the Business Manager with day to operations of administrative functions to support the smooth operations and compliance to relevant rule and responsibilities.

### Key Duties & Responsibilities

- Undertake data entry and documentation to support payments and receipts
- To support the business manager with providing necessary information for organization wide reporting
- Support the update of the website postings and other relevant stakeholder engagement
- Support the auditor general in statutory responsibilities including submission of audit reports

### Core Competencies

- Strong project management and information technology skills
- Good communication skills with all levels of the organization
- Good organizational skills for dealing with external information requests and provide support for scheduling key workshops and events

### Minimum Qualifications & Experience

- Associate's Degree
- 2-5 experience working in a professional office

### Performance Indicators

- Good organizational skills
- Quality documentation and responds to management requests in a timely manner
- Responding to requests in a timely manner
- Achieving deadlines as per the business plans

### Salary

Grade 5 \$38,691.00 per annum

