



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Administrative Officer
DEPARTMENT: Dental Department
MINISTRY: Ministry of Health and Human Services
LOCATION: Grand Turk

JOB SUMMARY:

This is an administrative position, which has responsibility for the smooth operation of administrative functions in the office, the processing of applications for registration and licensing of health professionals, and for dealing with sensitive and confidential information.

KEY DUTIES AND RESPONSIBILITIES:

1. Provide administrative support for all matters relating to the processing of applications for registration and licensing of health professionals
2. Deal with the management of sensitive and/or confidential information
3. Administer and maintain departmental record systems and manage databases
4. Manage systems for the filing, storage and integrity of physical and online files
5. Respond to complex inquiries relating to applications for registration and licences by health professionals
6. Arrange dissemination of information to applicants
7. Ensure integrity and availability of online and physical files necessary for Councils' deliberations
8. Administrative support for office operations
9. Ensure financial transactions are properly recorded and entered into the computerized accounting system
10. Verify and submit purchase orders, vouchers and invoices for approval
11. Assist in the maintenance of financial files and records





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12. Adhere to all Public Service codes, rules and regulations
13. Perform any other related tasks that may be assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- High School Diploma with at least four or more GCE or CXC passes including English and Mathematics.
- A certificate or diploma in secretarial studies; or an associate degree in Business Administration related field is desirable.
- The position requires a minimum of two (2) years' experience in the administrative field to acquire the necessary competencies to respond effectively to the challenges of the job.
- Word processing and database experience.
- Expertise in SmartStream and Sigtas financial software would be a plus.

SALARY: Grade 5.1 - \$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. 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.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

BELONGERS NEED ONLY APPLY

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

