



GOVERNMENT VACANCY

JOB TITLE: Administrative Officer

MINISTRY: Physical Planning & Infrastructure Development

DEPARTMENT: Housing and Community Renewal

LOCATION: The job is based in Providenciales but at the discretion of the Director, may be relocated to another part of TCI.

JOB SUMMARY:

This role ensures the efficient operation of the Housing Department's administrative functions, handling sensitive and confidential information with professionalism. The position requires adaptability, digital proficiency, and proactive problem-solving to support the department's objectives.

KEY DUTIES AND RESPONSIBILITIES:

1. Financial Administration
 - Efficiently manage and monitor financial systems for the department, ensuring accuracy and prompt record-keeping.
 - Assist in preparing, reviewing, and maintaining budgetary plans.
 - Organize and submit financial documentation for approval, including budgets, invoices, and purchase orders.
 - Ensure compliance with financial policies while maintaining accurate digital financial records and databases.
 - Oversee procurement processes, including establishing and maintaining supplier accounts.
2. Operational and Administrative Management
 - Establish and maintain secure and organized systems for the digital and physical storage of documents.
 - Coordinate the repair and upkeep of office equipment to minimize downtime.
 - Manage highly sensitive and confidential information with discretion and professionalism.
 - Act as a central point of contact for disseminating information within the





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

department.

- Organize travel arrangements for departmental personnel.
 - Maintain department-wide systems to ensure timely availability of resources, supplies, and office equipment.
3. Scheduling and Coordination
- Manage daily schedules and appointments for the Director and Deputy Director with precision and professionalism.
 - Organize meetings and prepare related materials, ensuring operational support is available when needed.
 - Maintain a shared, centralized digital calendar for seamless communication across the department.
4. Technology and Process Improvement
- Leverage the latest communication tools and technology to streamline administrative processes.
 - Identify, recommend, and implement improvements in systems and workflows to enhance productivity.
 - Act as a resource for resolving technical challenges in the use of office applications and tools across the team.
5. Compliance and Standards
- Ensure all activities align with Public Service codes, rules, and regulations.
 - Promote a culture of accountability and continuous improvement within the department.
5. Ad Hoc Duties
- Take on additional responsibilities or projects as assigned by the Head of Department or supervisory personnel.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Education:
 - Associate degree in business administration or a related field (or equivalent qualification).

Experience: • Minimum three (3) years of relevant work experience. • Public sector experience is an asset but not mandatory.





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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.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not processed.**

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

