



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

MINISTRY: Ministry of Tourism

Department: Ministry of Tourism

LOCATION: Grand Turk

JOB SUMMARY:

This is an administrative position, which has responsibility for the smooth operation of administrative functions in the office and for dealing with information that is sensitive and/or confidential.

KEY DUTIES AND RESPONSIBILITIES:

1. Administers and monitors the financial system in order to ensure that the Departmental finances are maintained in an accurate and timely manner

Main Activities

- a) Supports the preparation of budgets
- b) Prepares appropriate documentation for Head of Department approval
- c) Establishes and maintain supplier accounts
- d) Ensures transactions are properly recorded and entered into the computerized accounting system
- e) Verifies and submit purchase orders, vouchers and invoices for approval
- f) Maintains financial files and records

2. Supervises administrative services for all matters relating to the Department

Main Activities

- a) Administers and maintains Departmental record systems and manage databases
- b) Manages systems for the filing, storage and security of documents
- c) Manages the repair and maintenance of computer and office equipment
- d) Supervises customer services and respond to complex customer inquiries
- e) Deals with the management of sensitive and/or confidential information
- f) Administers contracts
- g) Arranges dissemination of information
- h) Monitors meeting arrangements
- i) Provides administrative support to meetings by preparing agendas and writing minutes





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- j) Ensures travel arrangements for departmental personnel are made
- k) Manages systems for availability of supplies and equipment in the Department.

3. Adheres to all Public Service codes, rules and regulations

4. Performs any other related tasks that may be assigned.

QUALIFICATIONS AND EXPERIENCE:

- An associate degree in business administration/related field or equivalent.
- The position requires a minimum of three (3) years on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job. Experience in the public sector is desirable.

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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

