



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Administrative Officer  
**MINISTRY:** Ministry of Public Safety and Utilities  
**DEPARTMENT:** Correctional Services  
**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.

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### **KEY DUTIES AND RESPONSIBILITIES:**

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

#### Main Activities

- a) Support the preparation of budgets
- b) Prepare appropriate documentation for Head of Department approval
- c) Establish and maintain supplier accounts
- d) Ensure transactions are properly recorded and entered into the computerized accounting system
- e) Verify and submit purchase orders, vouchers and invoices for approval
- f) Maintain financial files and records

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

#### Main Activities

- a) Administer and maintain Departmental record systems and manage databases
- b) Manage systems for the filing, storage and security of documents
- c) Manage the repair and maintenance of computer and office equipment
- d) Supervise customer services and respond to complex customer inquiries
- e) Deal with the management of sensitive and/or confidential information
- f) Administer contracts
- g) Arrange dissemination of information
- h) Monitor meeting arrangements





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- i) Provide administrative support to meetings by preparing agendas and writing minutes
  - j) Ensure travel arrangements for departmental personnel are made
  - k) Manage systems for availability of supplies and equipment in the Department.
3. Adhere to all Public Service codes, rules and regulations
  4. Perform any other related tasks that may be assigned.

## **MINIMUM QUALIFICATIONS & 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 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 all supporting documents will not be processed.**

**TURKS AND CAICOS ISLANDERS NEED ONLY APPLY**

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

