



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Clerical Assistant

**MINISTRY:** Education, Youth, Sports and Culture

**DEPARTMENT:** Education Department

**LOCATION:** Grand Turk (Eliza Simons Primary School)

### **JOB SUMMARY:**

The incumbent in this position will be responsible for clerical and administrative tasks to support the daily functions of the Office.

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

1. Deals with incoming phone calls
2. Attends to internal and external customers to the office
3. Opens, sorts and distributes mail
4. Types basic correspondence and other documents
5. Prints, copy, scan, fax, disseminate documents
6. Files documents and other records
7. Assists in meeting arrangements
8. Enter basic data into databases and other computer systems
9. Maintains records and registers
10. Assists other officers in the Office with basic administrative tasks
11. Adheres to all Public Service rules and regulations
12. Performs other related tasks as assigned.

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- 3 or more GCE or CXC passes including English and Mathematics

**SALARY:** Grade 3.1 - \$27,383 per annum





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## **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.**

**BELONGERS NEED ONLY APPLY**

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

