



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: DATABASE ADMINISTRATOR

DEPARTMENT: Elections Office

MINISTRY: Governor's Office

LOCATION: Grand Turk

JOB SUMMARY:

The Database Administrator is responsible for vetting all Voter registration applications and ensuring all eligible applicants are added to the voter database. The incumbent in this position will also prepare and publish the Preliminary and Electors Registers.

KEY DUTIES AND RESPONSIBILITIES:

- Liaises with the Ministry of Immigration & Border Force with regard to applications received.
- Checks Ministry of Immigration and Border Force data base daily for new persons registered and their eligibility to be added to the voters register.
- Vets/enters all voter registration applications received.
- Informs public regarding elections activities.
- Prepares Claims and Objections.
- Prepares advertisements relating to Claims and Objections.
- Prepares and distributes letters relating to Claims and Objections.
- Prepares, publishes and distributes Preliminary and Electors Registers.
- Liaises with the Registrar of Deaths and Births regarding deceased persons for removal from the Electors database Register.
- Assists Supervisor with election logistics during general and by-elections.
- Ensures the purchase and monitoring of elections supplies.
- Files all documents relating to elections.
- Liaises with District Commissioners.
- Travels to Islands with Supervisor during Claims and Objections process.

REQUIRED COMPETENCIES:

- Advanced knowledge of office administration.
- Strong communication, interpersonal and customer service skills.
- Basic computer literacy.
- Extensive knowledge of Microsoft Office Suite.
- Good organizational, team playing and time management skills

QUALIFICATIONS & EXPERIENCE:





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- An Associate's Degree in Business Administration or a related field.
- A minimum of three (3) years experience in carrying out similar duties in an office environment.

SALARY:

Grade 6.1 - \$45,992.00 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/Record.

Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

