



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Executive Administrator

**MINISTRY:** Ministry of Innovation

**LOCATION:** Providenciales

### **JOB SUMMARY:**

This senior administrative support position will provide an efficient and responsive administrative, organisational and logistical service to a member of senior executive and/or Minister (here after called executives).

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

1. Manage the executives' diary, including producing a daily folder with diary, necessary papers and troubleshoot problems
2. Make all appointments for the executives and schedule meetings on their behalf
3. Call for briefings on behalf of the executives to ensure that they are fully prepared for all engagements
4. Co-ordinate all travel, transport and accommodation bookings for the executives
5. Answer the phone on behalf of the executives, respond to queries and record messages
6. Deal with enquires from Ministers and Senior Officials both from within the country and internationally, as well as members of the General Public
7. Filter and delegate general information requests, queries, phone calls and invitations as appropriate
8. Observe protocols when dealing with diplomats and international visitors
9. Undertake typing, audio typing, and document preparation
10. Attend meetings, take minutes and produce a record of the meeting
11. Act as Minute Secretary for the Ministry Board and the Executive Board
12. Keep and maintain an accurate record of papers and electronic filing
13. Maintain records of official expenditure and claims for the Senior Executive
14. Maintain the gift register for the Ministry and liaise with the Permanent Secretary about its quarterly submission
15. Adhere to all Public Service codes, rules and regulations
16. Perform other related tasks as assigned.

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

#### **Qualifications:**

The position requires:

- an Associate Degree or its equivalent in business/secretarial
- a Pass in CXC/GCE English or equivalent.





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## **Experience:**

The position requires at least five (5) years experience in administrative/secretarial roles, of which three (3) years were working with senior management level, to acquire the necessary competencies to effectively respond to the challenges of the position.

In addition the position requires specialist knowledge and accrued experience of:

- Diary management
- Office management
- Customer service relations
- Written communications
- Time management and scheduling.

**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, 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 be processed.**

**BELONGERS NEED ONLY APPLY**

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

