



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS AND CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Head of Secretariat

**MINISTRY:** Office of the Deputy Governor

**LOCATION:** Providenciales

### **JOB SUMMARY:**

This is a senior position responsible for co-ordinating the political and administrative interface between the Deputy Governor and Permanent Secretary within the Office of the Deputy Governor.

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

- Co-ordinates the secretariat function in the Office of the Deputy Governor which includes liaison between the Deputy Governor and Permanent Secretary, and between the Cabinet, and House of Assembly for the purpose of the business of the Deputy Governor's Office progressing through the political and administrative processes.
- Acts as Committee Secretary for all Ministry and Executive Board meetings, by undertaking all administration related to the Boards and assisting the Chair to facilitate the operation of the Board's business.
- Maintains links with Permanent Secretaries Board, Cabinet/House of Assembly Secretariat as appropriate.
- Assists the Permanent Secretary in preparation of policies and papers for the Permanent Secretaries Board.
- Seeks advice from the Deputy Governor's Office regarding Permanent Secretaries Board, Cabinet and House of Assembly matters.
- Reviews and keep track of issues coming to Deputy Governor/Permanent Secretary from House of Assembly, Ministry, rest of TCIG, outside TCIG.
- Assists the Deputy Governor/Permanent Secretary with responses to Parliamentary Questions.
- Prioritizes issues, ensure Deputy Governor/Permanent Secretary has appropriate advice before decisions or meetings.
- Maintains database of policy and legislative plans and proposals.
- Co-ordinates Deputy Governor's Office business plans and maintain risk register.
- Maintains database of relevant Cabinet actions for the Ministry and work with the Executive Director on liaising with appropriate personnel to ensure actions implemented as required and in a timely manner.
- Liaises with Executive Administrator about Executive Director's and Minister's diaries in relation to secretariat functions.
- Ensures record-keeping of the Deputy Governor/Permanent Secretary decisions.





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- Co-ordinates and manages protocol for Office of the Deputy Governor functions and Permanent Secretary's international travel engagements; consult with Senior Press and Protocol Officer within the Office of the Premier on protocol matters as required.
- Adheres to all Public Service rules and regulations.
- Performs other related tasks as assigned.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- A bachelor's degree in a relevant field.

## **Experience**

- Significant experience of at least five (5) years in working at a senior level with plans, policies, strategic issues and liaising with senior executives either in the public or private sector.

**SALARY: Grade 7.1 \$54,670.00 per annum plus allowances**

## **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. Applications can be hand delivered by email to: [recruitment@gov.tc](mailto:recruitment@gov.tc)

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

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

