



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: Finance, Investment and Trade

LOCATION: Grand Turk

JOB SUMMARY:

This is a senior position responsible for coordinating the political and administrative interface between the Minister and Permanent Secretary in the allocated Ministry.

KEY DUTIES AND RESPONSIBILITIES:

- Co-ordinate the Secretariat function in the Ministry, which includes but is not limited to, being a liaison between the Permanent Secretary and Minister, and a liaison between the Permanent Secretary and the Permanent Secretary Board, Cabinet, and the House of Assembly for the purpose of the business of the Ministry progressing through the political and administrative processes;
- Act 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;
- Maintain links with Permanent Secretaries Board, Cabinet and the House of Assembly Secretariat as appropriate;
- Assist the Permanent Secretary/Minister in preparation of policies and papers for the Permanent Secretaries Board;
- Establishment and maintenance of an effective register of all such policies, papers, legislative plans and proposals and Cabinet Minutes prepared and received by the Ministry; Ensure that the appropriate personnel is made aware of the relevant Cabinet Actions in a timely manner and that the appropriate records are kept of when information was disseminated;
- Seek advice from the Deputy Governor's Office regarding Permanent Secretaries Board, Cabinet and House of Assembly matters;
- Review and keep track of matters for the attention of the Permanent Secretary/Minister from the House of Assembly, Cabinet, internal Ministry communication and all other internal (TCIG) and external communications;
- Assist the Minister with responses to Parliamentary Questions;
- Prioritise issues, and ensure the Permanent Secretary/Minister has the appropriate advice/ is adequately prepared before undertaking any decisions or meetings;
- Co-ordinate Ministry business plans and maintain risk register;
- Liaise with Executive Administrator about Permanent Secretary's and Minister's diaries in relation to secretariat functions;
- Ensure record-keeping of Permanent Secretary's and Minister's decisions;
- Liaise with Senior Press Officer over Ministerial announcements, etc.;





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- Co-ordinate and manage protocol for Ministry functions and Permanent Secretary's and Minister's international travel engagements;
- consult with Senior Press and Protocol Officer within the Office of the Premier on protocol matters as required;
- Manage and maintain proper database for ticket allocation among TCIG Ministries and Departments;
- Maintain and keep proper record of all contracts entered into by the Ministry proper and their performance for Procurement purposes;
- Update and Maintain the Ministry's website on an as needed basis;
- Interact with the general public and key stakeholders regarding active policies within the Ministry proper;
- Manage office and day to day oversight of junior level staff within the Ministry;
- Assist with the organization of Ministry travel and any other official event that may be required;
- Liaise with HRMD regarding staff matters and assist with the onboarding of new staff within the Ministry;
- Adhere to all Public Service rules and regulations; and
- Perform 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

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.

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





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

