



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Postal Clerk
MINISTRY: Public Safety & Utilities
DEPARTMENT: Postal Services
LOCATION: Grand Turk

JOB SUMMARY:

To collect revenue from the sale of stamps, parcels, post cards, aerogrammes, and mailbox rentals. To write mailbox rental notices, to send out reminder to customers of outstanding payments. To sort and distribute foreign and local mails. To provide efficient service to the public.

KEY DUTIES AND RESPONSIBILITIES:

- Sell stamps
- Sort mail
- Accept and record registered and express mail
- Collect payments for services
- Record and distribute parcels
- File bills

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Must be Computer Literate
- High school diploma or three (3) CXC passes (or equivalent) including English
- Will acquire the necessary experience while on the job via on-the-job training, workshops etc.

SALARY: Grade 3.1 - \$27,383.00 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.

"TURKS AND CAICOS ISLANDERS NEED ONLY APPLY"

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

