



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Senior Administrative Officer

MINISTRY: Innovation, Technology and Energy

Department: Innovation, Communication & E-Government

LOCATION: Providenciales

JOB SUMMARY:

This is a senior administrative position, which has responsibility for the smooth operation of administrative functions in the office and provides support in resource management of finances, human resources, facilities and purchasing.

TASKS AND RESPONSIBILITIES:

1. Working with the Financial Manager, develop and implement the financial procedures within the Department in order to ensure that the Departmental finances meet government accountability requirements

Main Activities

- a) Establish and supervise financial procedures in line with Ministry of Finance guidelines, and working in collaboration with the relevant Financial Manager
- b) Prepare budget and annual estimates
- c) Forecast funds needed for staffing, equipment, supplies
- d) Assist with preparation of business cases
- e) Maintain and control the Department's votes in the budget
- f) Undertake general accounting procedures for the Department.
- g) Prepare appropriate documentation for Head of Department approval.

2. Supervise administrative services for all matters relating to the Department

Main Activities





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- a) Plan, supervise, and review the work for administrative and support staff
 - b) Assist the Head of Department in developing business and operation plans
 - c) Monitor and evaluate the efficiency and effectiveness of service delivery
 - d) Supervise administrative and support staff including induction, training, performance, appraisal, work plans, monitoring performance, motivate, etc
 - e) Supervise customer services and respond to complex customer inquiries
 - f) Manage the maintenance and servicing of equipment and facilities
 - g) Perform purchasing functions including preparing tender packages, overseeing tender procedures, overseeing purchasing and purchase orders.
 - h) Develop record and information systems for the Department and oversee maintenance and troubleshooting for such.
3. Adhere to all Public Service codes, rules and regulations
 4. Perform any other related tasks that may be assigned.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

Essential: An associate's degree in business administration/related field or equivalent.

Desirable: A bachelor's degree in business administration/related field.

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.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

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.

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

