

ADVERTISEMENT - VACANCY ANNOUNCEMENT

Details for Administrative Assistant – for Assigned UK Grant Funded Projects, Ministry of Infrastructure, Communications, Utilities, Housing Agriculture, Fisheries & Environment

The Government of Anguilla, through the Ministry of Infrastructure, Communication, Utilities, Housing, Agriculture, Fisheries and Environment, wishes to procure the services of a suitably qualified person to serve as **Administrative Assistant - Projects** for various infrastructure UK Grant Funded Projects commencing in August 2018. The **Administrative Assistant - Projects** will perform a variety of analytical and administrative support services for the project and will be based at the Ministry of Infrastructure, working in collaboration with the Project Manager and Ministry's personnel.

The post is in a salary range of **EC \$60,060.00 to EC\$67,080.00** per annum.

The key duties of the post include, but are not restricted to the following:

1. Perform in a timely manner, a variety of administrative duties that include composing and preparing reports and correspondences, researching and compiling data, scheduling meetings and appointments, managing calendars, preparing meeting materials, visiting work sites, managing and maintaining computer record-keeping operations, establishing and maintaining filing systems
2. Monitor expenditure records and provide the project manager and funding agency with timely financial and accounting information
3. Keep project management tracking systems updated
4. Receive, verify and dispatch documents related to the procurement of all goods and services procured during the life of the projects
5. Prepare purchase requisitions, invoice requests, travel and expense claims and draft contracts as required
6. Review, reconcile and submit expense claims and purchase order statements.
7. Categorise invoices received for payment as per expenditure account guidelines.
8. Maintain records of Project Manager and project team and maintain the archives of documents and paperwork
9. Receive, record and process requests for the services of the Projects Unit in agreed formats and in a timely manner
10. Prepare and administer contracts and work orders required to expedite work programmes in a timely manner
11. Perform other related duties as required by the job function.

Qualifications & Experience Required:

- The Administrative Assistant - Projects should possess at least a High School Diploma or an Associate Degree in Business Studies or a related field and have at least three (3) years' experience in an administrative management position. The incumbent must be computer literate having an excellent working knowledge of current office practices and software, including MS Word, MS Excel and MS Access. A working knowledge of procurement methods and contract administration would be an asset.
- The incumbent must also have excellent interpersonal communication skills as well as strong written and oral communication skills; must be customer service oriented and have the ability to prioritize multiple tasks, meeting required deadlines. He/She must also possess the ability to establish and maintain cooperative working relationships with technically diverse groups.

APPLICATIONS

Interested persons should submit application letters along with curriculum vitae and proof of qualifications and experience as well as letters from two referees in a sealed envelope, labelled - **Administrative Assistant – Projects for Assigned UK Grant Funded Projects** to the Permanent Secretary, Ministry of Infrastructure, Communication, Utilities, Housing, Fisheries and Environment, Coronation Avenue, The Valley, Anguilla on or before 4:00pm on Monday 23rd July 2018.