Opening Date: 16th December, 2019
Closing Date: 27th December, 2019
Job Title: Administrative Officer
Department/Unit: International Co-operation Unit
Position Type: Full-Time
Other Details: 4 month Probationary Period

Role Summary: The successful applicant will provide effective and efficient secretarial and administrative support for client and office related matters of the International Tax Authority.

Minimum Qualifications & Experience:
• Associate’s Degree in Business Administration, Management or a related field
• Three (3) to Four (4) years of experience in a related field

Main Responsibilities:
1. Provide professional secretarial and administrative support to facilitate the smooth and efficient function/operation of the International Tax Authority.
2. Provide professional front line customer service to clients.
3. Assist in processing paperwork, gathering information and verifying data.
4. Assist with relevant research as required.
5. Provide clerical support by completing all photocopying, scanning, binding and typing in a timely manner to facilitate the efficiency of the ITA.
6. Draft, type and proofread various documents to ensure accuracy and prepare reports and statistics on all activities within the unit.
7. Ensure that all correspondence is collected, delivered and/or recorded appropriately to facilitate effective information flow.
8. Assist with records management, organization and retrieval.
9. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
10. Update and maintain information on computer systems, databases, spreadsheets and in archives.
11. Any other related duties as may be required by the supervisor or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:
• Sound knowledge of Government structure, policies and procedures
• Sound knowledge of the use of standard office equipment and computer applications
• Sound oral and written communication skills
• Sound interpersonal, organizational and time management skills
• Ability to work well under pressure and as a team
• Good knowledge of general office procedures

2nd Floor Omar Hodge Building, Road Town, Tortola, Virgin Islands, VG1110
Tel: (284) 468-4415 | Fax: (284) 494-6180 | Email: VIITA@gov.vg
HOW TO APPLY:

Applicants must submit a cover letter indicating the position being applied for, along with a resume and two personal reference letters. Certified copies of identification, citizenship and academic certifications/diplomas/licenses, and a police certificate from your place of residency should also be submitted to the Board of the International Tax Authority at the below address by the closing date. **BVIslanders or Belongers preferred.**

Chairman, Board of the International Tax Authority  
c/o Director, International Tax Authority  
Omar Hodge Building, 2nd Floor  
Road Town, Tortola  
British Virgin Islands VG1110  

Or by Email: morbarry@gov.vg

Important Notice: Qualified candidates who are considered for potential employment with the International Tax Authority may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the International Tax Authority.
Opening Date: 16th December, 2019
Closing Date: 27th December, 2019
Job Title: Personal Assistant
Department/Unit: N/A
Position Type: Full-Time
Other Details: 4 month Probationary Period

Role Summary: The successful applicant will provide professional and efficient administrative support to the Director to facilitate the smooth and efficient function/operation of the International Tax Authority.

Minimum Qualifications & Experience:
- Associate’s Degree in Business Administration, Management or a related field
- Four (4) or more years of experience in a related field

Main Responsibilities:
1. Provide professional secretarial and administrative support to the Director of the International Authority.
2. Meet and courteously greet visitors and/or clients to maintain good relations.
3. Answer, screen and transfer calls; take messages and distributing them as needed to ensure timely and adequate information flow; handle inquiries or requests when appropriate.
4. Manage and monitor the diary of the Director; organize meetings and appointments and providing necessary reminders to the Director about important tasks or deadlines.
5. Assist with the preparation for meetings and presentations; carry out research and assist in gathering information, verifying data and processing paperwork.
6. Prepare, type, compile reports, correspondence and other documents as needed; proofread to ensure accuracy.
7. Ensure that incoming correspondence is managed in terms of priority or importance and delivered and/or recorded appropriately to facilitate effective information flow and decision making.
8. Organize and co-ordinate travel, accommodation and transport to seminars, conferences, meetings and other events as needed; ensure all relevant immigration requirements are met.
9. Liaise with staff, clients and suppliers as directed.
10. Assist with filing correspondence and records management, organization and retrieval.
11. Assist with the maintenance of minor office equipment to facilitate consistent function of the ITA.
12. Any other related duties as may be required by the Director or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:
- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of Government structure, policies and procedures
- Sound oral and written communication skills
• Excellent interpersonal, organizational and time management skills
• Ability to work on own initiative and attend to details
• Ability to work well under pressure and as a team
• Good knowledge of general office procedures

HOW TO APPLY:

Applicants must submit a cover letter indicating the position being applied for, along with a resume and two personal reference letters. Certified copies of identification, citizenship and academic certifications/diplomas/licenses, and a police certificate from your place of residency should also be submitted to the Board of the International Tax Authority at the below address by the closing date. **BV Islanders or Belongers preferred.**

Chairman, Board of the International Tax Authority

c/o Director, International Tax Authority

Omar Hodge Building, 2nd Floor

Road Town, Tortola

British Virgin Islands VG1110

Or by Email: morbarry@gov.vg

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Opening Date: 16th December, 2019
Closing Date: 27th December, 2019
Job Title: Senior Administrative Officer
Department/Unit: Support Services Unit (SSU)
Position Type: Full-Time
Other Details: 4 month Probationary Period

Role Summary: The successful applicant will provide professional and efficient administrative support for all units to facilitate the smooth and efficient function/operation of the International Tax Authority.

Minimum Qualifications & Experience:
• Associate’s Degree in Business Administration, Management or a related field
• Four (4) or more years of experience in a related field

Main Responsibilities:
1. Provide professional secretarial and administrative support for respective units as required.
2. Meet and courteously greet visitors and/or clients to maintain good relations; assist with the front desk responsibilities in absence of designated officer.
3. Answer, screen and transfer calls; take messages and distributing them as needed to ensure timely and adequate information flow; handle inquiries or requests when appropriate.
4. Assist with the preparation for meetings and presentations; carry out research and assist in gathering information, verifying data and processing paperwork.
5. Prepare, type, compile reports, correspondence and other documents as needed; proofread to ensure accuracy.
6. Ensure that incoming correspondence is managed in terms of priority or importance and delivered and/or recorded appropriately to facilitate effective information flow and decision making.
7. Organize and co-ordinate travel, accommodation and transport to seminars, conferences, meetings and other events as needed; ensure all relevant immigration requirements are met.
8. Liaise with staff, clients and suppliers as directed.
9. Assist with filing correspondence and records management, organization and retrieval.
10. Update and maintain information on computer systems, databases, spreadsheets and in archives.
11. Assist with the maintenance of minor office equipment to facilitate consistent function of the ITA.
12. Any other related duties as may be required by the Director or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:
• Sound knowledge of the use of standard office equipment and computer applications
• Sound knowledge of Government structure, policies and procedures

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Tel: (284) 468-4415 | Fax: (284) 494-6180 | Email: BVIITA@gov.vg
• Sound oral and written communication skills
• Excellent interpersonal, organizational and time management skills
• Ability to work on own initiative and attend to details
• Ability to work well under pressure and as a team
• Good knowledge of general office procedures

HOW TO APPLY:

Applicants must submit a cover letter indicating the position being applied for, along with a resume and two personal reference letters. Certified copies of identification, citizenship and academic certifications/diplomas/licenses, and a police certificate from your place of residency should also be submitted to the Board of the International Tax Authority at the below address by the closing date. **BVIslanders or Belongers preferred.**

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