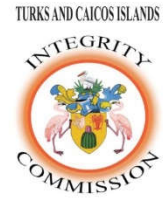


VACANCY NOTICE

INTEGRITY COMMISSION – PROVIDENCIALES OFFICE



Secretarial Support Officer

Purpose and Key Responsibilities

- To provide reliable, confidential and efficient secretarial support service for the Commission;
- To assist the Commission's Secretary in the discharge of her statutory and secretarial duties including, handling sensitive and confidential documents and materials.

Qualification and Experience

- An Associate Degree in Business Administration or equivalent qualification;
- A minimum of 5 years experience in multi-tasking secretarial service or related field.

Competencies and Other desirable qualities include:

- possession of the highest standards of integrity and probity, and understanding of fiduciary responsibilities to the people of the Turks and Caicos Islands;
- ability to work effectively in teams, as well as being able to work unsupervised and under pressure;
- excellent oral and written communication and presentation skills;
- excellent demonstration of inter-personal skills, respect and high regards for sensitive and confidential information and materials;
- excellent computer skills particularly in the use of Microsoft Word, Microsoft Excel, Power Point and Publisher.

Remuneration

- Salary is in the range of \$24,000 to \$30,000 per annum (depending on qualification and experience)

Application procedure

Applicants are requested to submit their CV together with an accompanying letter demonstrating why they would wish to work with the Commission and what particular attributes they would bring to its work. Certified copies of qualifications as well as the names and letters of two referees must be submitted with your application.

The deadline for submission of applications is 30th **March 2018**, with a view to commencing work latest by early June 2018.

Please note that only applicants selected for interview will be notified. Applicants who had previously applied for this post need not apply for it again.

Applications should be returned to the Secretary, TCI Integrity Commission either by email, fax, or mail. Direct mail should be addressed to Mrs. Wanda Ariza, Secretary, The Integrity Commission, Franklyn Missick Building, Church Folly, Grand Turk, Turks and Caicos Islands. The contact details are: e-mail: secretary@integritycommission.tc; Tel. 9461941; Fax. 9461355.