



POSITION: Project Administrator

DIVISION: Corporate Services Division

The BVI Financial Services Commission is recruiting a resourceful and motivated individual for the role of Project Administrator. The Project Administrator supports planning and organising the initiatives and functions of the Corporate Services Division and provides general management support to the Director.

The responsibilities include, but are not limited to the following tasks:

- Assisting with the implementation of strategic plans, including producing project plans
- Conducting research in a broad range of business areas
- Advising and reporting on compliance with general Commission policies, procedures and standards; identifying opportunities to increase efficiency
- Managing special projects and conducting studies regarding service delivery and efficiency
- Coordinating activities with other agencies and organisations
- Providing administrative support for ad-hoc committees
- Producing reports to facilitate senior management decision-making
- Effectively communicating goals and objectives
- Assisting with supervision of multiple business functions
- Representing the Commission internally and externally (public speaking, meeting and conference attendance etc.)
- Developing and monitoring information and reports to enhance forecasting
- Implementing quality assurance initiatives

Job Skills & Requirements:

- Bachelor's Degree in business administration or related field
- Minimum of 3 years' experience, preferably in a corporate environment, including team management
- Exceptional written and verbal communication skills (interview testing and samples required)
- Talent for precise communication with keen attention to details
- Knowledge of modern principles and practices related to public administration and effective managerial practices
- Enviably interpersonal skills for engagement with employees, clients and other external stakeholders
- Demonstrated positive leadership qualities with the drive and desire to coach others to action
- Knowledge of/ or experience in financial and project management
- Adept at planning and coordinating activities in a corporate environment
- Demonstrated ability to resolve problems and make effective decisions to deliver quality results and achieve goals
- Ability to apply institutional knowledge to categorise, prioritise and mitigate operations risks

Please send cover letter and résumé to the attention of:

Director, Human Resources
BVI Financial Services Commission
P. O. Box 418
Road Town, Tortola, VG1110
BRITISH VIRGIN ISLANDS
or E-mail: hr@bvifsc.vg

Closing Date – 29th January 2016