ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: IT Development Project Administrative Assistant

TEAM: Administrator's Office

REPORTS TO: Head of Administrator's Office

JOB PURPOSE: To provide support to an IT development project to increase efficient utilisation of the government's IT system.

MAIN DUTIES:

1. Engaging with on Island organisations, to identify efficiencies and co-operation to make best use of AIG's IT service provision.

2. Maintaining organised and accurate records of IT assets and support the development of options that improve the operations efficiency of IT access and use across AIG.

3. Administering and coordinating the procurement of IT and telecommunications hardware services with suppliers.

4. Contributing to the development and implementation of options that meet the changing IT and tele-communications needs of the AIG.

5. Secretary to the IT Project Board with responsibility for taking meeting notes and maintaining an up to date action log.

6. Assisting the Policy and Communications Officer with internal and public communications in relation to the development of the AIG's future IT strategy.

7. Other tasks, as required or assigned by the IT Project Board or line management.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Attention to detail.
- Ability to work at pace.
- Strong interpersonal and organisational skills.
- Excellent communication and interpersonal skills, with a polite and confident manner when dealing with the public and other government teams.
- Effective writing / drafting skills to be able to draft emails, notices etc.
- Ability to take instructions and work both independently and as part of the team, referring queries for guidance but also able to use own initiative.
- Good numeracy skills.

Desirable

- Familiarity with Microsoft Office (including Outlook, Work, Excel and PowerPoint).
- Previous experience of working with IT systems and data storage
- Previous experience of working in a confidential setting handling confidential and sensitive information.
- Accurate record keeping skills.
- A full Ascension Island Driving license.
- Experience of working in a Government or administrative environment.

Note

Technical knowledge of Telecommunications or IT management is not an expectation for this role. Technical aspects to the project will be supported by the project Board and / or consultants engaged by AIG.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post

Sept 2024