



**ASCENSION ISLAND
GOVERNMENT**

Administrator's Office Manager and Clerk to the Island Council

About the role

This is a high profile and demanding role, the job-holder is responsible for the effective management of the Administrator's Office providing advice and essential services as a Clerk to the Island Council. This position is the first point of contact for many Government activities and includes liaison with the Governor's Office, Heads of Employing Organisations and the Government's Senior Management Team.

What you'll do

You'll contribute to the smooth operation of Ascension Island Government's (AIG) day-to-day business. Lead on assessing and assigning all correspondence, develop knowledge of and provide information on related Ordinances and council procedures; undertake formal and complex minute taking for the Island Council and other high-level meetings. Lead on all arrangements for elections.

What you'll bring

Significant experience working in a personal assistant/administrative role, including handling confidential/sensitive information. With excellent written English and IT skills which will help you deliver your work and manage the systems and processes within the Administration Office. You will work independently, with the ability to use your own initiative and judgement. This is a busy role, so a confident, calm and approachable manner is essential.

What we offer

We are offering an annual salary of up to £17,200 per annum (taxable on Ascension), the role is a household status contract, which includes 30 days annual holiday (with additional 9 days public holiday) and a gratuity payable on the successful completion of a 2-year contract.

The appointment will be subject to:

- Satisfactory employment references
- Standard Criminal Records Check
- Satisfactory Medical and Dental Clearance

For more information and the job description please email recruitment@ascension.gov.ac

To apply please email a letter stating why you believe you are qualified for the role and your cv to recruitment@ascension.gov.ac

Closing Date: 19 January 2025 Interviews: Week commencing 20 January 2025

THIS POSITION IS OFFERED ON A HOUSEHOLD STATUS CONTRACT ONLY SO YOU WILL NEED TO BE ALREADY RESIDENT ON ASCENSION ISLAND TO APPLY.