



ASCENSION ISLAND GOVERNMENT

IT Development Project Administrative Assistant

3-month fixed term contract (with possibility of extension)

Total package value per annum of £16,528 paid monthly pro rata

(comprising salary of up to £9,450 pa plus accommodation, food allowance and other allowances and benefits)

About the role

We're looking for a self-motivated individual to work as part of the Administrator's Office to support an IT development project to increase efficient utilization of the government's IT system.

What you'll do

The IT Development Project Administrative Assistant role will support this objective by:

- Engaging with on Island organisations, to identify efficiencies and co-operation to make best use of AIG's IT service provision.
- 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.
- Administering and coordinating the procurement of IT and telecommunications hardware services with suppliers.
- Contributing to the development and implementation of options that meet the changing IT and tele-communications needs of the AIG.
- Secretary to the IT Project Board with responsibility for taking meeting notes and maintaining an up to date action log.
- Assisting the Policy and Communications Officer with internal and public communications in relation to the development of the AIG's future IT strategy.
- Other tasks, as required or assigned by the IT Project Board or line management.

What you'll bring

The successful candidate will be required to display the following qualities and skills: attention to detail and ability to work at pace, strong interpersonal and organisational skills, Clear and accurate written and oral communications, ability to prioritise and both in a team or independently on multiple tasks.

Some or all of the following will also be required: familiarity with Microsoft Office (including Outlook, Word, Excel and PowerPoint), organisational skills, accurate record keeping skills, a full Ascension Island Driving license, experience of working in a Government or administrative environment.

What we offer

In addition to a pro rata payment for 3 months of an annual salary of up to £9,450 (taxable on Ascension), the role also has the following allowances and benefits:

- Rent free accommodation valued at up to £1,200 pa (taxable benefit).
- A single status food allowance £3,780 pa (taxable benefit) paid pro-rata.
- An electricity allowance paid in kind worth £938 pa
- A single status water allowance worth paid in kind worth £1,360 pa
- Paid leave earned at 2.5 days a month and public holidays
- Free primary dental and medical care
- Free travel insurance

The appointment will be subject to:

- Satisfactory employment references
- A basic Criminal Records Check
- Satisfactory Medical Clearance

For more information, a full job description, or to apply with a CV and letter of motivation please email recruitment@ascension.gov.ac Closing date for applications 6 October 2024.