



British Virgin Islands Health Services Authority

Vacancy Notice No. 8 of 2026

OFFICE MANAGER (SUPPORT SERVICES)

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants to apply for the position of **Office Manager (Support Services)**. The primary function of the Office Manager is the management of the daily operations of the Director of Hospital Services. This includes the organizing of all budget and reporting functions of the department and its units as well as coordinating of the monthly and annual reports. This office manager provides administrative support in the Implementation of the Strategic Plan and to the Director of Hospital Services/Chief Operations Officer.

PRIMARY DUTIES & RESPONSIBILITIES *(included but not limited to):*

- (1) Functions as the budget/finance liaison officer in all aspects of processing, requisitioning and monitoring expenditures.
- (2) Ensures that budget variance reports and other finance procedures are distributed to all units and managed appropriately.
- (3) Creates budget tracking template and uses same through the year to monitor expenses ensuring that processes are completed in a timely manner by year end.
- (4) Collate, edit and format department monthly report for submission.
- (5) Ensures completion of Department annual report in a timely manner.
- (6) Maintains and manages the schedule of the DHS/COO and ensures it is kept updated daily.
- (7) Attend meetings and assist in the follow up of action items.
- (8) Responsible for maintaining updated contact information for the department.
- (9) Organizes and chairs meetings with administrative staff monthly (this includes typing the agenda and taking minutes).
- (10) Updates the DHS/COO on a weekly basis on the functioning of the department (this includes progress reports on projects and any issues that are present).
- (11) Coordinates with the necessary administrative staff to ensure the organization of assigned committee meetings (schedule venue, send reminders etc.)
- (12) Provides secretarial assistance at meetings as required.
- (13) Coordinates with the necessary administrative staff to ensure the organization of assigned committee meetings (schedule venue, send reminders etc.)
- (14) Provides secretarial assistance at meetings as required.
- (15) Ensures action items are followed and/or distributed as necessary to the necessary parties.

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- (16) To provide development and operational delivery of the Strategic Plan across the BVIHSA which includes:
- Management of data collection, collation, analysis and reporting functions
 - Prepares training and support of staff to underpin delivery of data analysis and the health information program.
 - Maintain robust systems for collating and analyzing data including patient and family feedback including maintaining relevant databases and designing relevant reports and graphics.
 - Work with colleagues across the organization to ensure all data reports and correspondence are coordinated and responded to efficiently, effectively and in a timely manner.
 - Plan and manage own workload, set targets and deadlines and be self-supporting with regard to administration.
- (15) Any other duties consistent with role profile as assigned by the Supervisor

MINIMUM REQUIREMENTS:

Educational/ Training Requirements

- Executive Diploma or associate's degree in secretarial training/office management or equivalent.
- Associate/bachelor's degree in business administration or higher

Experience

- Five years' experience in an administrative or supervisory role.

Licenses/Certifications:

- CPR Certification maintained

Knowledge, skills and abilities

- Ability to handle confidential information.
- The ability to tactfully handle difficult situations
- The ability to prepare, present and interpret accurately, concise and reliable reports on staff/client concerns.
- Excellent networking and client relationship management skills
- Flexibility to adapt to change within a rapidly growing and complex medical services
- Sound interpersonal skills and initiative to act independently
- Ability to manage staff and processes
- Ability to work neatly and accurately
- Ability to cooperate with people and work as part of a team.
- Sound knowledge of organizational structure and rules.

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Physical demands

- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations

Work environment

- ❖ The work environment is representative and typical of similar jobs in comparable organizations

SALARY: \$36,072.00 - \$52,520.00

CLOSING DATE: July 31st 2026

To apply, please send curriculum vitae (resume) and letter of application to:
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment@bvihsa.vg