

HM Government of Gibraltar



6 CONVENT PLACE

OFFICIAL NOTICE

VACANCIES FOR ADMINISTRATIVE ASSISTANT

The Government of Gibraltar invites applications for the post of Administrative Assistant. Applicants must, by virtue of their citizenship, be entitled to take up employment in Gibraltar and are, or on employment will be, resident in Gibraltar.

Applicants must possess a minimum of three GCSE's (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in English Language and Mathematics, or equivalent or higher qualifications.

The salary scale for the post ranges from £16,841 to £22,960.

Further details may be obtained from the Human Resources Department (Tel. 20065620, at the address below and on the Government of Gibraltar website at www.gibraltar.gov.gi

Application forms may be obtained from the Human Resources Department, 82-86 Harbour's Walk, The New Harbours, and on the Government of Gibraltar website. Applications, must be **handed in** or received by Human Resources Manager, together with all relevant original certificates, at the above address, by not later than **3.00 pm on Tuesday 16 June 15.**