

# HM Government of Gibraltar



6 CONVENT PLACE

## OFFICIAL NOTICE

### VACANCIES FOR CLERK/WORD PROCESSOR

The Government of Gibraltar invites applications for the posts of Clerk/Word Processor. 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.

2. Applicants must possess:

- (a) Two GCSE passes (or GCE 'O' Level) at grades A, B or C, or two CSE grade 1, or two CEE grades 1, 2 or 3. One of these qualifications must be in English Language, or

A full GNVQ (Intermediate), BTEC (Intermediate) or BTEC (First Diploma), OCR National (Level II award), NVQ (Level II award) together with one GCSE pass at grade A, B or C, GCE 'O' Level, CSE grade 1 or CEE grades 1, 2 or 3 in English Language

- (b) OCR/RSA stage 2 (Intermediate) or any other accredited qualifications providing evidence of proficiency in both, Word Processing and Audio Transcription at an equivalent level.

3. The post is permanent and carries a salary ranging from £18,726 to £25,530 per annum.

4. A Job and Person Specification can be obtained from the Human Resources Department, at the address below and on Government of Gibraltar website at [www.gibraltar.gov.gi/new/press-releases](http://www.gibraltar.gov.gi/new/press-releases).

5. Further particulars may be obtained from the Human Resources Department (Tel No. 200 71911).

6. 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 **Thursday 7 March 2019 at 3:00pm**.