



## **Expressions of Interest**

### **Temporary Administrative and Secretarial Staff Services Select List 2022**

The Isle of Man Government Cabinet Office invites expressions of interest from experienced and competent recruitment agencies who are interested in joining a select list to provide temporary administrative and secretarial staff to sections of Government.

There are a wide variety of Administrative and secretarial roles within Isle of Man Government; the following role descriptions provide an indication of the level and nature of duties typically undertaken at each grade and is not exhaustive.

#### **Administration**

Work at this grade may entail scrutiny of material against given criteria/regulations using some degree of discretion in deciding the appropriate course of action including authorising payment in some instances. The roles may involve obtaining information from members of the public or outside organisations or provision of guidance on the completion of forms and application processes or information on related policy or regulations. Other duties may include making arrangements for travel or meetings and drafting letters, minutes, notes, reports and submissions of a relatively routine nature, therefore these roles require a good standard of written English. Posts may require proficiency in specific software applications for example, word and/or excel or powerpoint.

#### **Secretarial**

These posts will undertake the full range of secretarial duties, ie copy typing, audio typing and word processing together with a range of administrative and support duties. Typing, audio typing/word processing would normally make up a substantial proportion of the duties. General administrative duties may also be undertaken e.g. telephone/reception duties, answering general enquiries, completing standard letters and forms; drafting straight-forward correspondence, providing refreshments for senior officers and visitors. Other administrative duties may also be undertaken. Role holders must be able to type accurately at a speed of 30 words per minute or more and have a sound knowledge of the English Language. They will also need to be familiar with office processes and equipment.

In order to participate in this competitive exercise, your organisation must be registered on the Isle of Man Government's Procurement Portal. If you have not previously registered, please visit <https://in-tendhost.co.uk/iomg/aspx/Home> and select 'Register' from the menu on the right side of the Home Page.

Once you have registered your organisation you should select this tender from the list of 'Current Tenders' and 'View Details' then click 'Express Interest' at the bottom of the page. Once you have clicked on 'Express an Interest' a 'Form of Acknowledgement' tab will appear. This tab will provide a copy of the 'Appeals Procedure' to be downloaded. In order to progress to the next stage of the process you will need to 'Opt-In' and complete the 'Form of Acknowledgment' questionnaire and click 'Submit Return' before the Expression of Interest deadline as detailed below.

Should you have any difficulty in using the website or registering your interest in this way, please e-mail [procurement@gov.im](mailto:procurement@gov.im)

Expressions of interest must be submitted through the above Portal by **noon 13<sup>th</sup> May 2022**.