

Opening Date: 12 March 2019
Closing Date: 26 March 2019
Location: Tortola
Vacancy Notice No. 23 of 2019
Job Classification: Grade 12
Ministry/Department/Unit: Office of the Deputy Governor
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$38,269 - \$60,803.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Communications Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the Department's administrative functions to ensure the efficiency and effectiveness and ensure the systematic planning, designing, implementation, monitoring, revision and updating of all the channels of communications within the Governor's Group.

MAIN RESPONSIBILITIES

1. Maintain, manage and oversee inventory, records and systems.
2. Assist in the planning and execution of the Department's work.
3. Provide administrative and specialised support to management and organise events.
4. Research, analyse and prepare reports and advice.
5. Prepare correspondences and annual and monthly reports to ensure accurate dissemination of information.
6. Design the organisational communication structures.
7. Define and uphold communications principles and standard of the Government of the Virgin Islands.
8. Co-ordinate and assist with the formulation of communication goals and strategies and implements the communication strategies.
9. Manage and monitor information flow of the Deputy Governor's Office and Governor's Group.
10. Review the communications strategic framework of the Governor's Group. 6. Draft speeches and statements on behalf of the Deputy Governor and Permanent Secretary.
11. Coordinate public relations activities for the Governor's Group in consultation with the designated officer.
12. Draft papers for Cabinet, as necessary, pertaining to Communication matters and undertakes necessary followup action.
13. Chair the Public Service Week Committee and manage the communication activities surrounding Public Service Week.
14. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Journalism, Communications or related field
- Five (5) years' experience in a related area
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrcbvi@gov.vg

Agency:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdeployment@gov.vg

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.