

**Opening Date:** 12 March 2019  
**Closing Date:** 26 March 2019  
**Location:** Tortola  
**Vacancy Notice No.:** 25 of 2019  
**Job Classification:** Grade 15  
**Ministry/Department/Unit:** International Affairs Secretariat  
**Position Details:** One year probationary period  
Established position  
Full-time  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$51,069 - \$81,146.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Deputy Director

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide leadership and guidance in all aspects of the day to day activities of the Department. Manage the budget and expenditure. Plan, develop and implement Government projects.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operations of the Department and supervision of assigned staff.
2. Liaise with Government Ministries and ministries in international matters of significance to the BVI, provide assistance and co-ordinate where appropriate to maximise the benefits of all existing international activities and relationships.
3. Provide information and strategic analysis to ensure that the Premier and other Ministers are fully aware of global economic, social and other developments that affect the long term interests of the Territory.
4. Formulate policy responses to international development issues or initiatives that affect the interests of the Territory from foreign countries, international institutions or organisations.
5. Monitor, gather, analyse and distribute information to government offices relating to current and any future external initiatives which may impact or affect the interests of the BVI.
6. Conduct periodic perception audits of BVI's International reputation and recommendation of policies and strategies to optimise BVI's performance in the international arena.
7. Prepare correspondences and annual and monthly reports to ensure accurate dissemination of information.
8. Coordinate briefing materials and speeches for Ministers at international gatherings held in the BVI and outside the Territory.
9. Coordinate the reporting on the BVI's participation in meetings, conferences and courses and membership in international organisations held in and outside the BVI.
10. Represent the BVI Government in international meetings and in visits of the BVI by the international representatives.
11. Provide strategic direction to consultants of the International Affairs Secretariat.
12. Deputise in the absence of the Director.
13. Assist with the preparation of the Department's Annual Budget.
14. Assist with the preparation and submission of Performance Planning and Appraisal Report staff.
15. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
16. 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. Manage your own resources, development and networks
2. Obtain and analyse information for critical decision-making
3. Ensure compliance with legal, regulatory, ethical and social requirements
4. Provide leadership and encourage innovation in the organisation
5. Communicate and influence effectively
6. Develop a customer focused organisation
7. Manage organisational challenges
8. Manage change in organisational activities

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in International Affairs, Public Administration, Political Science, Economics or a related field
- Seven (7) years' working experience in the field
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations, procedures and policies
- Sound knowledge of international affairs and global political and economic issues
- Sound analytical skills in diplomacy, protocol and negotiation
- Sound knowledge of financial systems, practices and procedures
- Sound understanding of the BVI Economy, particularly the Financial Services and Tourism industries
- Sound oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills

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 RESOURCES 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 [hrrdbvi@gov.vg](mailto:hrrdbvi@gov.vg)

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- Sound interpersonal and organisational skills
  - Ability to work well under pressure
  - Sound supervisory and management skills

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#### 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.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
Or by email: [hrdeployment@gov.vg](mailto:hrdeployment@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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.

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](http://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](http://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.*