

Opening Date: 12 March 2019
Closing Date: 26 March 2019
Location: Tortola
Vacancy Notice No. 26 of 2019
Job Classification: Grade 16
Ministry/Department/Unit: Premier's Office
Position Details: One year probationary period
Established position
Employment Type: Contractual
Remuneration/Benefits: Salary range **\$55,772 – \$83,436**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Director of Communications

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with policy development, serve as Government's key cross-ministry communications coordinator to assist Government with achieving its Legislative agenda, serve as the press secretary to the Government of the Virgin Islands, ensure that the Government's message across the public service, including statutory bodies, is consistent; and manage/oversee the Department of Information and Public Relations.

MAIN RESPONSIBILITIES

1. Oversee the smooth and efficient operation of the Department of Information and Public Relations, including:
 - a. Managing the financial management of annual budget allocation for the Department of Information and Public Relations.
 - b. Developing the strategic direction of the Department in collaboration with the Chief Information Officer based on Government's Legislative Agenda.
 - c. Ensuring that Department's budget is prepared for submission to Ministry of Finance.
2. Develop a comprehensive cross-sectoral strategic communications plan to promote Government's Legislative Agenda.
3. Coordinate the implementation of Government's communications strategy to ensure synchronised communications. Review draft speeches, media releases, newsletter articles and print media columns to ensure they are aligned with Government strategic communications direction and legislative agenda.
4. Investigate and recommend changes to policies, legislation and service delivery that would enhance government's strategic communications framework.
5. Review communications operations or programmes across Government to ascertain whether results are consistent with established communications objectives and goals.
6. Communicate Cabinet and House of Assembly decisions to the public in consultation with Ministers, Financial Secretary and Permanent Secretaries.
7. Serve as chief communication advisor to the Government of the Virgin Islands and designated Government spokespeople. Ensure all communications officers from the Department of Information and Public Relations and throughout the Public Service including Statutory Bodies follow the established protocol for Government communications.
8. Prepare all Ministers for public events and manage their public reputation.
9. Manage outreach to shape public opinion on the role and work of government business.
10. Liaise with the media; locally, regionally, internationally and answer media enquiries on behalf of the Government of the Virgin Islands following consultation with the relevant top managers and Ministers.
11. Supervise social media communications.
12. Provide direct oversight and management for the Government's gateway site in content development and establish standards.
13. 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 organization
7. Manage organisational challenges
8. Manage change in organisational activities
9. Manage relationships across the organization
10. Manage financial and physical resources effectively and efficiently, ensuring value for money

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Fieldwork
- Extended and irregular working hours

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Master's Degree in Mass Communications, Marketing, Broadcast Journalism, Public Relations, Public/Strategic Communications or other related field
- Seven (7) years' experience at the senior management level and in the communications/public relations field
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations and policies
- Excellent knowledge of mass and media communication
- Sound understanding of the Virgin Islands' culture
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Expert oral and written communication skills
- Excellent interpersonal and organisational skills
- Excellent analytical and decision-making skills
- Ability to work well under pressure
- Sound leadership and management skills

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

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.

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.