

**Opening Date:** 10 April 2019  
**Closing Date:** 24 April 2019  
**Location:** Tortola  
**Vacancy Notice No.** 34 of 2019  
**Job Classification:** Grade 14  
**Ministry/Department/Unit:** Ministry of Health and Social Development  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$47,371 – \$75,282**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Gender Affairs Coordinator

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will develop and implement a national gender policy efficiently to support the unit in achieving its objectives within the territory through programmes and projects aimed at affecting gender equity and equality.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through administration of daily operations and supervision of assigned staff.
2. Develop and implement policies and programs that promote gender equality and equity.
3. Promote the integration of a gender perspective into the mainstream activities of Government at the policy, programme and project levels.
4. Design and deliver appropriate training to sensitise all levels of the public service and wider community on gender issues to ensure equal opportunities.
5. Coordinate the activities of groups, which represent various aspects of Gender Affairs in the Territory to ensure continual flow of information and communication.
6. Organise and facilitate education programs and projects for women's political and economic empowerment, the men's role within the family and to address issues of specific interest to men.
7. Liaise with external funding agencies for obtaining financing for specific programmes to ensure funding.
8. Facilitate the implementation of the Convention for the Elimination of Discrimination Against Women and other human rights instruments as they relate to gender to ensure the on-going work and progress of women's health and development.
9. Promote the legal framework to support and enhance the welfare of women and children.
10. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
11. Perform any other related duties as required by the immediate supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manage time effectively
2. Manage your own resources and professional development
3. Provide leadership in area of responsibility
4. Develop the trust and support of colleagues, stakeholders and line managers
5. Implement change
6. Obtain and analyse information for decision making
7. Provide information and advices to others
8. Assess and develop the performance of team and individuals
9. Ensure health and safety requirements are met in the area

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Sciences or related area
- Certificate course in Gender Studies
- Five (5) to seven (7) years practical experience in programme development or related field
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of the relevant policies, regulations and laws
- Expert knowledge in general analysis
- Sound knowledge of the use of standard office equipment
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Sound leadership and managerial 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**

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

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.

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

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.*