

Opening Date: 1 May 2019
Closing Date: 15 May 2019
Location: Tortola
Vacancy Notice No. 38 of 2019
Job Classification: Grade 15
Ministry/Department/Unit: Department of Culture
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

Director of Culture

Government of the Virgin Islands



ROLE SUMMARY	The successful applicant provides leadership and guidance in planning, organising and leading the cultural initiatives of the Territory, as well as manages the department's operations.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Serves as chief advisor to the Government on matters relating to the department so that specialist, expert advice is available for the Government to call upon. 2. Develops and presents a reform strategy for the modernization of the Department in line with successful industry models, to streamline and improve its internal processes, as well as the public/private sector interface necessary for its continued effectiveness. Oversees the development of a succession plan for the Department. 3. Exercises general supervision over professional, supervisory and technical staff. Confers with and advises the Deputy Director and division heads on problems relating to the activities and their divisions in order to resolve issues in a timely and amicable fashion. 4. Plans, develops and oversees implementation of projects. Coordinates activities with other departments and outside agencies, as necessary in order to contribute to the effective management of the department. 5. Oversees the review process for compliance with contract requirements, development standards and other regulations and standards accordingly. 6. Investigates and recommends changes to policies, legislation and service delivery that would enhance the functioning of the department. 7. Confers with subordinates on grievances, conflicts, and other personnel matters. In collaboration with the any relevant Human Resources staff, approves the selection and termination of the employees within the Department in order to maintain a dynamic and appropriate workforce. 8. Evaluates the work of division heads and support staff; identifies training needs; provides counseling as needed. Counsels employees on performance and adjusts assignments and training for developmental purposes to aid with the professional development of staff within the department. 9. Reviews operations or programs to ascertain whether results are consistent with established objectives and goals, and whether government operations or programmes are being carried out as planned to ensure continuous review that operations and projects will result in the intended outcome efficiently. 10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. 11. Prepares and manage the Department's Annual Budget. 12. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff. 13. Develops and implement strategic plans. 14. Identifies job specific and environmental factors, develop/enforce health and safety policies and mitigate and minimize hazards to promote health and safety of officers. 15. Performs any other duties as required in order to contribute to the effectiveness and efficiency of the department.
BEHAVIOURAL COMPETENCIES	<ol style="list-style-type: none"> 1. Manages your own resources, development and networks 2. Obtains and analyse information for critical decision-making 3. Ensures compliance with legal, regulatory, ethical and social requirements 4. Provides leadership and encourage innovation in the organization 5. Communicates and influence effectively 6. Develops a customer focused organisation 6. Manages organisational challenges 7. Manage change in organisational activities 8. Manages relationships across the organisation 9. Manages financial and physical resources effectively and efficiently, ensuring value for money
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none"> ▪ Normal office environment ▪ Fieldwork
MINIMUM QUALIFICATIONS AND	<ul style="list-style-type: none"> ▪ Master's degree in Public Administration or equivalent ▪ Seven (7) years in senior management or in a related area ▪ Excellent knowledge of Government structure, policies and procedures

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.

EXPERIENCE

- Excellent knowledge of applicable regulations, policies and procedures
 - Good knowledge of Government budget and accounting procedures
 - Excellent knowledge of the history of the Virgin Islands
 - Good knowledge of the use of standard office equipment and relevant software applications
 - Excellent oral and written communication skills
 - Excellent analytical, negotiating, interpersonal and organisational skills
 - Excellent research and report-writing skills
 - Excellent leadership and management 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.

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.