



VACANCY NOTICE – DIRECTOR, BVI HOUSE ASIA (HONG KONG)
INTERNATIONAL AFFAIRS SECRETARIAT, PREMIER'S OFFICE

The International Affairs Secretariat, Premier's Office and BVI House Asia invite qualified and professional applicants to apply for the post of **Director, BVI House Asia**.

CONTEXT

BVI House Asia, based in Hong Kong, is the British Virgin Islands Government's Representative Office in the Asia Pacific Region and is committed to expanding, strengthening and deepening the BVI's footprint in Asia with a focus on financial services industry. The office conducts diplomatic and consular activities in the interests of the BVI as a jurisdiction.

ROLE SUMMARY

The Director is responsible for the management of the functions of the BVI House Asia as the BVI official representative in Hong Kong to service the Asia Pacific Region. He/she represents the interests of the BVI at functions, events and conferences and speaks on behalf of the BVI Government as part of the BVI diplomatic and financial services community. He/she also provides advice and makes recommendations to the BVI Government on matters relating to the BVI and the BVI House Asia.

RESPONSIBILITIES

1. Serve as the BVI diplomatic representation and perform consular activities as appropriate.
2. Develops and implements strategic (bi or tri-annual) and business development plan for the BVI's engagement with the Asia Pacific Region
3. Establish BVI House Asia's annual programme of activities consistent with the work plan and business development goals
4. Strengthen the relationship between the BVI and the Asia Pacific Rim through meetings with Government representatives, businesses, regulators, chambers, media and other key stakeholders.
5. Serve as the BVI Government's official spokesperson in the region and attends and represents the BVI at regional conferences, events and media engagement in the APR
6. Work closely with the BVI financial services industry practitioners in the Asia Pacific Region to develop key jurisdictional messages, communications strategies for promotion, marketing and managing the BVI's reputation in the region.
7. Work closely with BVI Finance and Team BVI Asia to ensure consistent messaging and coordination.

8. Keep the industry regularly updated on developments in the BVI.
9. Conduct educational seminars and events about the BVI's financial services industry.
10. Advises the Premier via the Permanent Secretary on matters for implementation and makes recommendations to Ministries, International Agencies, the private sector and other agencies as appropriate.
11. Identifies business development opportunities in the APR and advises the Premier through the Permanent Secretary on strategic direction for pursuing those opportunities
12. Provide monthly summary notes of developments in the region relevant to the BVI and its financial services industry to the Office of the Premier.
13. Maintain relationships with counterparts in provinces throughout China and the Asia Pacific Region.
14. Coordinate the APR side of any road shows, trade missions or educational activities related to business development for the BVI.
15. Monitoring of economic developments, governmental and regulatory policies in the region that impact BVI business in the region.
16. Ensures the effective implementation and monitoring of the BVI Office policies through consultation with Premier's Office and other stakeholders in the BVI and APR.
17. Ensures that the financial resources allocated to the BVI House Asia are properly managed.
18. Ensures that an annual report is compiled and presented by 31st March each year.
19. Supervises and coordinates the work of the BVI Office including staffing issues, finance and planning.
20. Collaborate as needed with the BVI Government's designated communications and PR agency.
21. Maintains strong relationship with BVI Financial Services Commission (HK) Ltd
22. Daily monitoring of coverage of the BVI in the Asia Pacific Rim media.
23. Perform other relevant duties as required to contribute to the effectiveness and efficiency of BVI House Asia.

REQUIREMENTS

- Seven to ten (7 – 10) years' experience in senior management, diplomacy and foreign affairs
- Excellent knowledge of the BVI's financial services industry
- Excellent knowledge of international relations, global affairs and diplomacy
- Deep knowledge of the BVI economy and political systems
- Sound knowledge of the BVI Government and its governmental policies, procedures, and organizational structure
- Sound dynamic leadership, management, team building and interpersonal skills
- Excellent communication skills: public speaking and writing
- *Required Skills:* negotiation, strategy, policy analysis, policy brief drafting

- Strong versatility, adaptability and responsiveness working with people of diverse backgrounds and in the Asian cultural context
- Master's degree in Public Administration, International Relations/Affairs, International Development or International Law

Note: Candidates possessing a combination of extensive directly related to experience, transferrable skills and additional qualification to do this job are encouraged to apply for consideration.

WORKING CONDITIONS

- Stationed in Hong Kong, SAR of the People's Republic of China
- Normal office environment and regular outside office activities
- Occasional extended hours
- Regular evening and weekend events and activities
- Local and overseas travel required

APPOINTMENT CONDITIONS

The selected candidate will be:

1. Subject to medical fitness and a one year probationary period

TERMS OF CONTRACT

Contractual basis for two (2) years

SALARY

Salary commensurate with qualifications and experience

CLOSING DATE

7th September 2018

Send applications via e-mail or post to:

Permanent Secretary

ATTN: HUMAN RESOURCES MANAGER

Premier's Office

Government of the Virgin Islands

Central Administration Complex

#33 Admin Drive

Road Town, Tortola VG1110

British Virgin Islands

njulius@gov.vg or smoses@gov.vg