



## **VACANCY NOTICE – DIRECTOR, BVI LONDON OFFICE**

### **INTERNATIONAL AFFAIRS SECRETARIAT, PREMIER'S OFFICE**

The International Affairs Secretariat, Premier's Office and British Virgin Islands London Office (BVILO) invites qualified and professional applicants to apply for the post of **Director, BVI London Office**.

#### **ROLE SUMMARY**

The Director is responsible for the overall management of the functions of the BVI London Office as the British Virgin Islands official representative in the UK and Europe. He/she represents the interests of the BVI and speaks on behalf of the BVI Government as appropriate. He/she also provides advice and recommendations to the BVI Government on international issues within the scope of the office's responsibilities.

#### **RESPONSIBILITIES**

1. Advise the Premier via the Director/International Affairs on matters for implementation and makes recommendations to Ministries, International Agencies, the private sector and other agencies as appropriate.
2. Represent/speak on behalf of the BVI Government as appropriate.
3. Strengthening BVI's voice with Her Majesty's Government (HMG) and the Foreign and Commonwealth Office.
4. Maintain collaborative relationship with the Commonwealth Secretariat to identify opportunities for the BVI in the organisation and relay to central government.
5. Promotes BVI business and international impact (including improving the interface with the European Union).
6. Monitor political, legislative and diplomatic developments in the UK and EU and provide timely analysis of issues affecting or potentially impacting the BVI.
7. Develop and maintain collaborative relationships with High Commissions, Embassies and other diplomatic missions and Government representative offices in London to secure and maintain international support for the BVI.
8. Ensure the organisation of briefing materials in preparation for official BVI Government meetings, events and visits in the UK and EU that include background documents, policy briefs and political/diplomatic profiles.
9. Maintain and foster good relationships with fellow representatives of Overseas Territories in the UK.
10. Ensure the effective implementation and monitoring of the BVI Office policies through consultation with Department Heads and interest groups/stakeholders.
11. Ensure that the financial resources allocated to the BVILO are properly managed.
12. Provide support for BVI Islanders in the U.K.
13. Relate to other Ministries to ensure that relevant and timely inputs are made into their programme and vice versa.
14. Ensure that an annual report is compiled and presented by 31<sup>st</sup> March each year.
15. Supervise and coordinate the work of the BVI Office including staffing issues, finance and planning.
16. Perform other relevant duties as required to contribute to the effectiveness and efficiency of BVI London Office.

## **REQUIREMENTS**

- Master's degree in Public Administration, International Relations/Affairs, International Development or International Law
- Seven (7) years' experience in management, diplomacy and foreign affairs
- Excellent knowledge of International Relations
- Excellent knowledge of Diplomacy
- Excellent background knowledge of UK political system (i.e. Whitehall, UK Parliament etc.)
- Excellent background knowledge of the European Union and its institutions (i.e. European Commission, European Parliament and European Council)
- Strong background knowledge of international organisations and institutions, including the Commonwealth, OECD and United Nations
- Strong working knowledge of the political status of the British Overseas Territories
- Strong working knowledge of the BVI political system
- 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

**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**

- Normal office environment and occasional exposure to various outdoor environments
- Occasional extended hours
- Occasional evening and weekend events and activities
- Occasional local and overseas travel required

## **APPOINTMENT CONDITIONS**

The selected candidate will be:

1. Subject to medical fitness and a one year probationary period
2. Must possess a valid British passport or have permission to work in the UK ahead of official start date.

## **TERMS OF CONTRACT**

Contractual basis for two (2) years

## **SALARY**

Salary commensurate with qualifications and experience

## **CLOSING DATE 7 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

[njulus@gov.vg](mailto:njulus@gov.vg) or [smoses@gov.vg](mailto:smoses@gov.vg)