

Opening Date: 12 May 2017
Closing Date: 26 May 2017
Location: Tortola
Vacancy Notice No. 27/2017
Job Classification: Grade 9/11
Ministry/Department/Unit: Department of Information and Public Relations
Position Details: One year probationary period
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$28,818 – \$55,040.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Information Officer I/II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will be responsible for liaising with the assigned Ministry and related departments for developing Public Relations Campaigns, writing press releases, conducting radio interviews, producing TV programmes and performing other related functions.

MAIN RESPONSIBILITIES

1. Ascertain and advise on the communications and social media needs of the department in order to develop and coordinate policies, programmes and public relation activities for special events that will meet the Ministry's needs.
2. Draft, edit and proofread materials for internal and external publication and broadcast in order to effective and efficient publicise ministry and department objectives and activities.
3. Read and review of correspondences, newsletters as well as monitor the media in order to stay up to date with current events and ascertain the success of public relation activities for the department.
4. Ensure effective project management by supervising support staff, conducting research and producing and managing a working budget in a timely and professional manner.
5. Conduct, manage and produce broadcast interviews on subjects relating to the Ministry and Departments to ensure effective publicity for the Government.
6. Ensure the smooth and efficient operation of the Department during the absence of the Chief and Deputy Chief Information Officers.
7. 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. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork
- Irregular and extended hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Mass Communications, Journalism, Public Relations or a related field
- One (1) to four (4) years related experience
- Sound to Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations, policies and procedures
- Excellent oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Sound to Excellent knowledge of all media equipment
- Sound to Excellent analytical and research skills
- Sound to Excellent interpersonal and organisational 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
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@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.

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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrdbvi@gov.vg

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.

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