

Opening Date: 12 May 2017
Closing Date: 23 May 2017
Location: Tortola
Vacancy Notice No. 29/2017
Job Classification: Grade 15
Ministry/Department/Unit: Survey Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$51,069 – \$81,146.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Chief Surveyor

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage the department to ensure the effective and efficient functioning of the Survey Department.

MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the management of assigned staff.
2. Undertakes the functions of the Survey Department in order to maintain the efficient delivery of services.
3. Manages and trains all staff assigned to the Survey Department to ensure their understanding of the functionality of Government, ceremonies and legislation.
4. Researches, analyses and prepares reports and provide advice.
5. Liaises with Cartographer for up to date status of CIMS and Survey Plans to ensure efficiency.
6. Liaises with Senior Surveyors to determine the status of survey request to ensure they are being handled in a timely manner.
7. Continues to improve the method of processing, storing and presenting land related data to ensure efficiency.
8. Optimally uses natural resources to accrue the tools required to function efficiently.
9. Serves as the Accounting Officer for the Survey Department.
10. Prepares and manages the Department's Annual Budget.
11. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff.
12. Develops and implements strategic plans.
13. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
14. Performs 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. Manages your own resources, development and networks
2. Obtains and analyses information for critical decision-making
3. Ensures compliance with legal, regulatory, ethical and social requirements
4. Provides leadership and encourage innovation in the organisation
5. Communicates and influence effectively
6. Develops a customer focused organisation

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Land Surveying or equivalent
- Seven (7) years in senior management within the Public Service
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of applicable laws, regulations, policies and procedures
- Good knowledge of Government budget and accounting procedures
- Expert knowledge of land and engineer surveying aspect of development planning
- 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

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:

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 hrcbvi@gov.vg

Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands
Or by email: hrdbvi@gov.vg

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.