

Opening Date: 5 September 2018
Closing Date: 19 September 2018
Location: Tortola
Vacancy Notice No. 37/2018
Job Classification: Grade 10
Ministry/Department/Unit: Labour Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$31,523 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Labour Dispute Officer

Government of the Virgin Islands



ROLE SUMMARY

To investigate and resolve labour disputes, complaints or questions involving employer and employee relationships and promoting harmonious relations between employers and employees.

MAIN RESPONSIBILITIES

1. Receive and record disputes, complaints or questions filed by employees and employers and ensure that follow-up occurs to resolve the matter.
2. Conduct investigations, including inspections at the workplaces or job sites, when necessary, for better understanding of the case.
3. Communicate with both disputing parties to avoid misunderstandings of the issues.
4. Mediate the dispute by keeping communications opened, between both parties, to reach a voluntary settlement.
5. Initiate further steps, as needed, to promote a settlement as may be set out in any Law, agreement, or administrative directives including transmitting unsettled disputes to the Labour Commissioner.
6. Draft and type correspondence and proof-read various documents ensuring accuracy.
7. Prepare relevant reports on the activities of the assigned area.
8. Maintain records relevant to the unit and ensure that filing is kept up to date so that complete records are available for reference.
9. Assist with the development and implementation of policies and procedures, as needed, for the improvement of the Dispute Unit.
10. 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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Psychology, Sociology, Human Resources or related field
- Three (3) years working experience in mediation negotiation, conflict resolution and counselling
- Valid BVI driver's license

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: hrgbvi@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.

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.