

Opening Date: 11 July 2017
Closing Date: 25 July 2017
Location: Tortola
Vacancy Notice No. 43/2017
Job Classification: Grade 12
Ministry/Department/Unit: Department of Waste Management
Position Details: One year probationary period
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$38,269 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Assistant Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the management of the functions of the department to ensure the effective and efficient functioning of the Department of Waste Management.

MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the supervision of assigned staff.
2. Assists with the administration of human resources functions.
3. Assists in undertaking the functions of the Department of Waste Management in order to maintain the efficient delivery of services.
4. Assists in managing and training staff assigned to the Department of Waste Management to ensure their understanding of the functionality of Government and relevant legislation.
5. Assists with the preparation of the Department's Annual Budget.
6. Assists with the preparation and submission of Performance Planning and Appraisal Report for staff.
7. Researches, analyses and prepares reports and provides advice.
8. Deputises in the absence of the Manager.
9. Attends meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
10. Keeps abreast of developments in the field of quality improvement and quality assurance.
11. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
12. 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 and professional development
2. Provides leadership in area of responsibility
3. Develops the trust and support of colleagues, stakeholders and line managers
4. Leads, plans and implements change
5. Obtains information for decision making
6. Provides information and advice to others
7. Assesses and develops the performance of team and individuals
8. Ensures health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Environmental Health or related field
- Five (5) years in senior management within the Public Service
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable laws, regulations, policies and procedures
- Excellent knowledge of waste management and environmental services
- Good knowledge of Government budget and accounting procedures
- Good knowledge of the use of standard office equipment and relevant software applications
- Sound oral and written communication skills
- Sound analytical, negotiating, interpersonal and organisational skills
- Sound research and report-writing skills
- Sound leadership and management skills
- Ability to work well under pressure 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

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 hdbvii@gov.vg

Or by email: 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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