

**Opening Date:** 28 November 2017  
**Closing Date:** 15 December 2017  
**Location:** Tortola  
**Vacancy Notice No.** 57/2017  
**Job Classification:** Grade 16  
**Ministry/Department/Unit:** HM Prison  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$55,772 – \$83,436**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Supervisor of Prison

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will be responsible for the efficient and effective management, supervision and operation of the Prison. To serve as the Government's Chief Advisor on all matters pertaining to Prison Management and rehabilitation.

### MAIN RESPONSIBILITIES

1. Conducts regular inspections of the entire Prison establishment to ensure adherence to proper standards of health and safety procedures.
2. Assists in arbitration hearings for inmates regarding disciplinary matters to ensure that correct Prison policies and procedures are followed.
3. Monitors, manages and assists the Prison Officers with the supervision and custody of prison inmates to ensure that duties are executed in accordance with established procedures.
4. Undertakes continuous assessment of the training needs of the Prison Department to develop, implement and coordinate continuous training for Prison Officers.
5. Prepares disciplinary reports on staff and adjudicate any disciplinary action to ensure correct Prison policies and procedures are followed.
6. Ensures that all Officers treat inmates in accordance with established prison policies, procedures and laws.
7. Prepares weekly reports on the prison operations.
8. Attends meetings, workshops and training sessions to ensure awareness of any change in policies or procedures which may be relevant to the role.
9. Serves as the Accounting Officer for the 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. Identifies job specific and environmental factors, develop/enforce health and safety policies and mitigates and minimises hazards to promote health and safety of officers.
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 influences effectively
6. Develops a customer focused organization
7. Manages organisational challenges
8. Manages change in organisational activities
9. Manages relationships across the organization
10. Manages financial and physical resources effectively and efficiently, ensuring value for money

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Prison environment
- Unusual and extended hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Law Enforcement, Business Management, Criminal Justice or related field
- Five (5) to seven (7) years' working experience in the field
- 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
- 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
- Excellent knowledge of programme development and rehabilitative services
- Excellent knowledge of substance treatment

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.

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## 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](mailto:hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*