



## Job Vacancy No. 8

<b>Opening Date:</b>	12 <sup>th</sup> April, 2019
<b>Closing Date:</b>	30 <sup>th</sup> April, 2019
<b>Job Title:</b>	Human Resources Manager
<b>Department/Unit:</b>	Support Services Unit (SSU)
<b>Position Type:</b>	Full-Time
<b>Other Details:</b>	One Year Probationary Period

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**Role Summary:** The successful applicant will maintain and enhance human resources through planning, implementing and evaluating human relations and human resource policies, programs and practices to facilitate the efficient and effective operation and management of the International Tax Authority.

**Minimum Qualifications & Experience:**

- Bachelor's Degree in Human Resource Management, General Management, Business Administration, or a related field
- Three (3) to Five (5) years of experience in Human Resources, Administration, Management or a related area.

**Main Responsibilities:**

1. Maintains the work structure by evaluating job requirements and updating job descriptions for all positions as needed.
2. Maintain management strategies by preparing, revising and/or recommending human resource policies, approaches and procedures.
3. Obtain information on benefits to ensure that benefits programs is understood and effectively communicated to entire staff; ensure that general human resource policies and procedures are communicated to entire staff and that appropriate feedback mechanism is utilized.
4. Establish a recruitment and interview program; oversee the recruitment process for all positions, including preparing and posting job advertisements; co-ordinate orientation and training of staff; and conduct exit interviews; recommend and make changes.
5. Ensure the monitoring and appraisal of employee work outcomes by providing support to management on employee coaching and discipline.
6. Provide assistance and administrative support to management team and staff on matters related to human resources, travel, frontline customer service and other applicable areas.
7. Assist with the maintenance of inventory levels to ensure availability of resources and efficient and effective function.
8. Maintain human resource data and information, past and present, by creating and updating appropriate forms, files, records and/or databases.
9. Manage and minimize interpersonal conflicts; hearing and appropriately resolving grievances; and providing staff counseling.
10. Prepare correspondence, reports and/or statistics and inform management and other staff on matters related to administration, human resource policy, practices or methods.
11. Co-ordinate the preparation and submission of Performance Planning and Appraisal Reports for all staff of the International Tax Authority.

2nd Floor Omar Hodge Building, Road Town, Tortola, Virgin Islands, VG1110  
Tel: (284) 468-4415 | Fax: (284) 494-6180 | Email: [BVIIITA@gov.vg](mailto:BVIIITA@gov.vg)

12. Any other related duties as may be required by Director in order to contribute to the effective and efficient function of the International Tax Authority.

**Knowledge and Skills:**

- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable laws, regulations and policies
- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge in human resource theory and practice
- Excellent oral and written communication skills
- Excellent analytical and decision making skills
- Sound interpersonal, organizational and time management skills
- Sound leadership and management skills

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**HOW TO APPLY**

The cover letter and resumes of interested candidates should be submitted to the Board of the International Tax Authority at the below address by the closing date.

**Chairman, Board of the International Tax Authority  
c/o Director, International Tax Authority  
Omar Hodge Building, 2<sup>nd</sup> Floor  
Road Town, Tortola  
British Virgin Islands VG1110**

Or by Email: [BVITA@gov.vg](mailto:BVITA@gov.vg)

Applicants should submit the Employment Application with 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.

*Important Notice: Qualified candidates who are considered for potential employment with the International Tax Authority 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 International Tax Authority.*