

Opening Date: 14 May 2018
Closing Date: 28 May 2018
Location: Tortola
Vacancy Notice No. GG 07 of 2018
Job Classification: Grade 6
Ministry/Department/Unit: Governor's Office
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$22,770– \$36,184**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Executive Attendant

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will ensure the effective daily management of the Government House and coordination of social functions.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Government House, including:
 - a. Supervising assigned staff;
 - b. Maintain inventory levels (including household supplies, food and drinks) for the Government House ensuring supplies are in stock, liaise with local and overseas suppliers and vendors and prepare requisition ensuring accuracy.
 - c. Liaising with relevant stakeholders on the planning of functions (e.g. menus, seating arrangements etc.)
 - d. Ensuring that catered functions are organised and executed smoothly, including but not limited to, the preparation for and welcoming of visitors; and performing of wait services.
2. Perform any other related duties as required by the Senior Administrative Officer or any other senior officer in order to contribute to the effectiveness and efficiency of the Government House.

BEHAVIOURAL COMPETENCIES

1. Organises and develops self
2. Manages self to ensure conduct meets departmental standards
3. Encourages innovation in the team
4. Plans and allocates work to the team
5. Maintains quality of work of the team
6. Organise the team's resources
7. Develops and maintains effective working relationships in team

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

1. Normal Office Environment
2. Domestic Environment
3. Interaction with public

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Associate's Degree in Hospitality Management/Food and Beverage Management
2. Two (2) years working experience at an established hotel
3. Good knowledge of Government structure, policies and procedures
4. Sound oral and written communication skills
5. Good knowledge of the use of standard office equipment and computer applications
6. Sound knowledge of customer service and fine dining best practices
7. Sound knowledge of food preparation, bar management and housekeeping
8. Sound analytical and decision making skills
9. Sound interpersonal and organisational skills
10. Sound supervisory skills

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:

**Permanent Secretary
Deputy Governor's Office
Road Town, Tortola VG 1110
British Virgin Islands**
Or by email: hrcbvi@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.

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.