

Opening Date: 31 January 2019
Closing Date: 14 February 2019
Location: Tortola
Vacancy Notice No.: MHSD/3/2019
Job Classification: Grade 7
Ministry/Department/Unit: Social Development Department
Position Details: One year probationary period
Established position
Full-time
Employment Type: Full-time
Remuneration/Benefits: Salary range \$24,485 - \$38,906. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Community Development Assistant

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance with planning and implementation of Community Development Programs and office administration to enable the department to meet the needs of the public.

MAIN RESPONSIBILITIES

1. Perform clerical duties including accurate minutes of meetings.
2. Assist with the implementation and maintenance of Community programs throughout the British Virgin Islands including assisting with the weekly coordination of activities to ensure a professional support and service is provided to selected community.
3. Assist with the preparation of monthly and annual reports to ensure these are prepared on a timely basis.
4. Assist with monitoring all program equipment and recording inventory to ensure complete records are available for reference and that equipment is working properly.
5. Maintain the cashbook and collect monies for the Programme.
6. 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. Maintain work activities to meet requirements, including quality
2. Manage time to meet personal objectives
3. Develop your own skills to improve performance
4. Contribute to development activities

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's in Human Services or a related area
- Three (3) years working experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of the use of standard office equipment and computer applications
- Sound project management skills
- Good knowledge of the use of standard office equipment and computer applications
- Working knowledge of Community-based programs and program development
- Sound oral and written communication skills
- Basic bookkeeping skills
- Ability to work well under pressure
- Good interpersonal and organisational 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
Ministry of Health and Social Development
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdemployment@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.