

Opening Date: 13 August 2019
Closing Date: 27 August 2019
Location: Tortola
Vacancy Notice No. 45 of 2019
Job Classification: Grade 16
Ministry/Department/Unit: Governor's Office
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 Executive Private Secretary

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide expert strategic advice and ensure the Governor's position on matters related to service-wide policy and legislation, and the strategic direction for an improved public service is actioned. The post holder will provide strategic senior level support to the Governor while delivering general oversight for the efficient operations of the Governor's Office, Residence and Museum.

MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the Governor's Office and the supervision of the administrative staff at the Governor's Office and indirectly staff at the Government House and the Old Government House Museum.
2. Briefs the Governor on policy issues and legislative matters and changes; provides expert advice and guidance to the Governor on various matters.
3. Provides independent analysis and advice, on complex issues and produce high quality reports and recommendations; establishes the scope and determines the need for direction from the Governor.
4. Undertakes major policy and legislative reviews and analysis; anticipates and identifies emerging issues, trends and problems; provides policy advice, including options and recommendations for resolution of issues and problems.
5. Liaises with ministries, department and other agencies on the Governor's behalf on various matters including matters of policy, workforce management, deportation and other related areas.
6. Coordinates responses to matters addressed to the Governor's Office and implements necessary actions including directing items to ministries and departments for action.
7. Serves as secretary and/or liaison to the committees chaired by the Governor, and to provide strategic and administrative support.
8. Prepares messages, tributes, speeches, briefing and speaking notes, background documents, and discussion papers; prepares Cabinet and National Security Papers.
9. Serves as the Accounting Officer for the Governor's Office; manages the budget for Governor's Office by coordinating the preparation of the annual budget estimates of recurrent expenditure, ensuring the proper handling of public funds in accordance with financial instructions.
10. Oversees the processing of matters/recommendations from and/or relative to the three Service Commissions (Public Service Commission, Judicial and Legal Services Commission, Police Service Commission) to ensure on-going actions are noted and implemented.
11. Directs the investigation and reporting on complaints from the Public as directed by the Governor, to ensure all complaints are handled.
12. Develops and leads in the implementation of the strategic plan and objectives of the Governor's Office and forges partnerships across the Service and with the Foreign and Commonwealth Office to achieve objectives and solutions.
13. Assists in the management of the Governor's public profile through proactive planning and coordination of events, appearances and communications.
14. Creates and promotes a performance focused culture that improves productivity and cross-functionality across roles.
15. Performs any other related duties as required by the Governor, Deputy Governor or designated senior public officer in order to contribute to the effectiveness and efficiency of the Office and Service.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources, development and networks
2. Obtain and analyse information for critical decision-making
3. Ensure compliance with legal, regulatory, ethical and social requirements
4. Provide leadership and encourage innovation in the organisation
5. Communicate and influence effectively
6. Develop a customer focused organization
7. Manage organisational challenges
8. Manage change in organisational activities

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended work hours
- Occasional site visits

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.

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Master's Degree in Public Administration, Public Policy or equivalent
- Five (5) to seven (7) years working experience within a ministry or department at a senior level
- Post graduate certificate in Public Policy, Public Administration or related area; or relevant professional and associated academic experiences
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of the Constitution of the Virgin Islands and key Statutes
- Expert knowledge of policy analysis and review
- Expert knowledge of the policy and legislative processes
- Sound knowledge of Government accounting procedures
- Excellent oral and written communication skills
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Excellent research and reporting skills
- Excellent supervisory and managerial skills
- Working knowledge of the use of standard computer equipment and computer applications

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
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.