

Opening Date: 24 February 2015
Closing Date: 13 March 2015
Location: Tortola
Vacancy Notice No. 31/2015
Job Classification: Grade 10
Ministry/Department/Unit: Inland Revenue Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Entry level salary starts from \$31,523 – \$50,086.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Systems Administrator II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will recommend the network strategy for the Department and address security issues, as well as provide technical support and maintenance for all equipment and software.

MAIN RESPONSIBILITIES

1. Oversee the assembling, configuration, installation and upgrade of computers, software and peripherals such as printers and related hardware, using standard business and administrative packages to ensure adequate quality and adherence to Department policies.
2. Ensure that computer systems and peripheral equipment are adequate, upgraded and working properly with minimum down time, as well as ensure that the network is fully functional to ensure efficiency within the Department.
3. Assist with creating and implementing policies and procedures to ensure appropriate use of computer systems and databases.
4. Instruct users in the use of standard business and administrative software, as well as provide technical support and training to staff to ensure sufficient knowledge and help for day-to-day use in the Department.
5. Maintain an inventory of computer parts and equipment at appropriate level to ensure that any issues or shortages are dealt with in a timely manner with minimum interruptions.
6. Ensure that the department's policies, procedures and regulations are being followed at all times.
7. Execute all security procedures to protect the SIGTAS database and programmes.
8. Ensure the smooth and efficient operation of the production of remittances by:
 - a. Organising the preparation of operational schedules
 - b. Training staff in the appropriate procedures
 - c. Ensuring the timely production of remittances
9. Provide taxpayer services as required.
10. Perform any other duties as required by the Supervisor in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Develop your own skills to improve performance
2. Manage time to meet personal objectives
3. Gather required information
4. Gain the trust and support of your manager
5. Make recommendations for the use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Computer Science or Information Technology
- Three (3) years' experience as a Computer Systems Specialist
- Good knowledge of Government structure, policies and procedures
- Excellent knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of computer systems and computer technology
- Good time management skills
- Good oral and written communication skills
- Good organisational and interpersonal skills

HOW TO APPLY

All applications for employment 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: 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.

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.

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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrcbvi@gov.vg