

**Opening Date:** 14 July 2021  
**Closing Date:** 28 July 2021  
**Location:** Tortola  
**Vacancy Notice No.** GG 13 of 2021  
**Job Classification:** Grade 4  
**Ministry/Department/Unit:** Governor's Office  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$19, 440-\$27,882 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Museum Supervisor

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will receive and offer tours to Museum visitors, liaise with the Old Government House's Advisory Board Members and volunteers to ensure the efficient and effective day to day running of the museum.

### MAIN RESPONSIBILITIES

1. Oversee the smooth and efficient operation of the Museum through daily operations.
2. Conduct a visual check of the Museum between 8:30am and 9:00am daily to ensure it is in a state of readiness and that the Board Representative is immediately advised of any concerns identified.
3. Greet all visitors to ensure a professional customer service is provided to the public. Receive and record the admission fee and offer each guest a guided tour of the House and Garden in order to provide additional information about displays.
4. Operate the gift shop on a daily basis record items sold, cash up and prepare separate bank deposit slips for shop sales and admission fees to be delivered to the Office of the Governor at the end of the day.
5. Prepare monthly reports giving the number of visitors categorised by residents, visitors and children, products sold, fees collected and an end of month grand total in order for the income of the Museum may be analysed.
6. Assist Board Members in handling displays, preparing for and hosting any event at the Museum or on the Museum's behalf to ensure a professional representation of the Museum at all times.
7. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Government House.

### BEHAVIOURAL COMPETENCIES

1. Plan own time effectively
2. Observe departmental standards for own conduct
3. Manage own work
4. Ensure own actions reduce risk to health and safety
5. Manage customer relationships
6. Contribute to the effective use of resources
7. Communicate clearly and effectively

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal officer environment
- Irregular hours, required to work on Saturdays

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Two (2) years' experience in a customer service orientated field (any museum experience would be beneficial)
- Basic knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Expert knowledge of the history of the British Virgin Islands
- Sound organisational, planning and time management skills
- Ability to work with little or no supervision
- Excellent interpersonal 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](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*