

**Opening Date:** 11 November 2022  
**Closing Date:** 2 December 2022  
**Location:** Tortola  
**Vacancy Notice No.:** GG 15 of 2022  
**Job Classification:** Grade 5  
**Ministry/Department/Unit:** Office of the Director of Public Prosecutions  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$21,287-\$32,507 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE Legal Executive Officer

Government of the Virgin Islands



## ROLE SUMMARY

The successful applicant will provide professional and executive support to management in an efficient and effective manner for office related matters.

## MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support and the supervision of assigned staff.
2. Type, proof-read, photocopy, collate and bind court bundles and ensure the required administrative support and service is provided in a timely manner.
3. Ensure that the minutes of meetings chaired by the Principal Crown Counsel are accurately recorded and distributed.
4. Coordinate meetings and manage the Principal Crown Counsel's calendar and court diary accurately.
5. Provide professional frontline service to clients.
6. Draft simple legal documents as assigned.
7. Draft, type and proof-read various documents ensuring accuracy.
8. Administer and maintain systems and records ensuring the security of data.
9. Assist/Provide research support as required.
10. Serves as personal assistant to the Director of Public Prosecutions.
11. Organise and coordinate travel.
12. Prepare standard court documents as assigned by the Director.
13. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

## BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

## WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended work hours

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Business Administration, Management or related field
- Three (3) years working experience in a related area
- Typing speed 35-45 wpm
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- 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: [hrdbvi@gov.vg](mailto:hrdbvi@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.*