

**Opening Date:** 24 May 2023  
**Closing Date:** 7 June 2023  
**Location:** Tortola  
**Vacancy Notice No.** GG 19 of 2023  
**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 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Case File Assistant

Government of the Virgin Islands



<b>ROLE SUMMARY</b>	The successful applicant will provide administrative support to the case file management unit.
<b>MAIN RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Assist with the processing of case files by ensuring that they are entered into the relevant database system to be brought to the attention of the Director in a timely manner.</li><li>2. Prepare statistical data on a monthly basis.</li><li>3. Prepare disclosure letters accurately and ensure that they are dispatched to the required external Counsel.</li><li>4. Prepare Magistrate Court forms and ensure that court lists are received and dispatched the appropriate Counsel.</li><li>5. Liaise with the Police Prosecution unit by sending out vetting, advice complaints and processing complaints.</li><li>6. Assist with the maintenance of all internal databases.</li><li>7. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.</li></ol>
<b>BEHAVIOURAL COMPETENCIES</b>	<ol style="list-style-type: none"><li>1. Manage time to meet personal objectives</li><li>2. Gain the trust and support of your manager</li><li>3. Contribute to the effective use of resources</li><li>4. Manage self to set an example</li><li>5. Maintain work activities to meet requirements including quality</li><li>6. Inform and advise others</li></ol>
<b>WORKING CONDITIONS/ ENVIRONMENTAL FACTORS</b>	<ul style="list-style-type: none"><li>▪ Normal office environment</li><li>▪ Extended work hours</li></ul>
<b>MINIMUM QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ Associate's Degree in Criminal Justice, Political Science or Social Sciences</li><li>▪ Three (3) years working experience with a law firm or court office</li><li>▪ Typing speed 35-45 wpm</li><li>▪ Sound knowledge of Government structure, policies and procedures</li><li>▪ Sound knowledge of the use of standard office equipment and computer applications</li><li>▪ Sound interpersonal and organizational skills</li><li>▪ Sound oral and written communication skills</li></ul>

### 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: [hrrdbvi@gov.vg](mailto:hrrdbvi@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.*