

Opening Date: 17 November 2020
Closing Date: 1 December 2020
Location: Tortola
Vacancy Notice No. GG 3 of 2020
Job Classification: Grade 5
Ministry/Department/Unit: Police Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$21,287 – \$33,827 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Computer Technician II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide technical support for all computer equipment supplied to the department in a professional and timely manner to ensure a well functioned work environment.

MAIN RESPONSIBILITIES

1. Provide technical support for all staff computers throughout the department to ensure effective departmental management.
2. Develop and maintain the databases ensuring that they are functioning at all times.
3. Maintain the intranet and Lotus Notes ensuring training and installation where necessary.
4. Monitor links to traffic and licensing database to ensure that it is functioning at all times.
5. Assist with updating the department's website and configuration of cameras, and assist with installation of IP phones and routing to ensure all systems and programmes are up to date and running effectively at all times.
6. Assist with creating and implementing policies and procedures to ensure appropriate use of computer systems and databases.
7. Perform any other related duties as required by Supervisor or any Senior Officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's degree in Computer Science or in a related area
- Two (2) years' experience in maintenance and managing information systems or in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of computer systems and applications
- Sound knowledge of the use of standard office equipment
- Sound interpersonal and analytical skills
- Sound oral and written communication 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 (Ag)
Deputy Governor's Office
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.

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.