

Opening Date: 12 April 2021
Closing Date: 26 April 2021
Location: Tortola
Vacancy Notice No. GG 5 of 2021
Job Classification: Grade 6
Ministry/Department/Unit: House of Assembly
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$22,770 – \$31,948 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Assistant Information Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist in drafting, editing and organizing content intended for publication and assist in the maintenance and monitoring of the department website to ensure effective and efficient information flow.

MAIN RESPONSIBILITIES

1. Assist in editing, proofreading, organising and drafting and/or securing content intended for print or electronic publication to ensure that it meets department standards when it is submitted for design work.
2. Assist in conducting research, formulating press notices, drafting new releases and assist with the planning and implementation of public relation activities to ensure effective publicity for activities and the Government.
3. Assist in collecting, organising, updating and uploading materials for department and Government publications and websites to ensure effective information flow between departments, Government and the public.
4. Respond to local and overseas email enquiries in a timely and professional manner to ensure good customer service.
5. Assist in the setup of displays to present work of the department and other activities to enhance the public's knowledge of the department and its activities.
6. Compile and submit weekly reports on the department website users and usage in order to monitor the impact of the website.
7. Perform any other duties as required by the supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manages self to set an example
2. Gains trust and support of the team
3. Minimises conflict in the team
4. Considers opportunities for change
5. Gathers required information

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate degree in Mass Communications, Liberal Arts, Computer Science or relevant experience
- One (1) year experience in Mass Communications or related field
- Sound knowledge of the Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment
- Good knowledge of the relevant computer software applications
- Good time management and organisational skills
- Good interpersonal skills and ability to work as a team player
- Good oral and written communication

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

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.