

**Opening Date:** 19 November 2020  
**Closing Date:** 3 December 2020  
**Location:** Tortola  
**Vacancy Notice No.** JLSC 17 of 2020  
**Job Classification:** Grade 17  
**Ministry/Department/Unit:** Attorney General's Chambers  
**Position Details:** Contractual or Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary will be commensurate with qualifications and experience. The salary range **\$62,900 – \$92,150** and applicable allowances. A tax-free gratuity, housing allowance and reallocation allowance applicable to contracted candidates.

## JOB VACANCY NOTICE Parliamentary Counsel

Government of the Virgin Islands



### ROLE SUMMARY

The role of Parliamentary Counsel prepares and drafts legislation for Government, advises Government departments on legislative matters, assists with oversight and supervision of the Legislative Drafting Division of the Chambers.

### MAIN RESPONSIBILITIES

1. Receives drafting instructions and conducts extensive research into the subject matters for the purposes of preparing draft legislation.
2. Liaises with Ministries and Departments of Government in the formulation of legislation.
3. Vets imperial legislation and submits comments and suggested amendments in respect to the applicability of such legislation to the Territory.
4. Capable of executing statute revision assignments, including consolidation of legislation (incorporates all amendments).
5. Renders specific legal opinions on matters requiring statutory interpretation by various Ministries and Departments of Government.
6. Assists the Clerk of the House of Assembly during passage of legislation on matters pertaining to legislation and motions.
7. Supports the Chief Parliamentary Counsel to develop and institute systems, policies and reform measures regarding the operations of the Division.
8. Oversees the administration of the Division from time to time as may be assigned by the Chief Parliamentary Counsel.
9. Assists with all division activities such as maintaining a database of all draft and enacted legislation and provides progress reports in relation thereto.
10. Attends official meetings from time to time to guide and render advice on legal issues relevant to such meetings. May involve travel overseas.
11. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manages own resources development and networks
2. Manages relationships across the organization
3. Encourages innovation in the organization
4. Communicates and influences
5. Ensures compliance with legal, regulatory, ethical and social requirements

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended work hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws Degree or equivalent
- Post graduate degree or diploma in Legislative Drafting
- Admitted to the BVI Bar or imminent Call or other common law Bar qualifications
- At least seven (7) years' experience in legislative drafting in an appropriate jurisdiction
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge of legislative drafting practices and procedures
- Excellent research and analytical skills including understanding and applying the law
- Excellent knowledge of applicable statutes and statutory interpretation
- Excellent knowledge of relevant laws, regulations, procedures and policies
- Ability to master and interpret legislation
- Ability to work under pressure to meet deadlines
- Good interpersonal skills and be a team player
- Sound knowledge of the use of standard office equipment and computer applications
- Expert oral and written communication skills

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## 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:

**Judicial and Legal Services Commission**  
**c/o Department of Human Resources**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hldbvi@gov.vg](mailto:hldbvi@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.*