

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REASSIGNMENT NOTICE



## Assistant Information Officer

Opening Date: 10<sup>th</sup> March, 2025

Closing Date: 24<sup>th</sup> March, 2025

Location: Tortola

Ministry/Department: Deputy Governor's Office

Job Classification: Communications

Assignment Duration: 6-month Assignment

### Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills

### 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.
3. Assist with the planning and implementation of public relation activities to ensure effective publicity for activities and the Governor's Group.
4. Assist in collecting, editing, organising, updating and uploading materials for publications, website and audio and video programming to ensure effective information flow between departments, Government and the public.
5. Respond to local and overseas email enquiries in a timely and professional manner to ensure good customer service.
6. Assist in the setup of displays to present work of the Deputy Governor's Office and other activities that require contribute from the Deputy Governor's Office at events in order to enhance the public's knowledge of the Office and its activities.
7. Support the management of official social media accounts, providing direction and content when necessary.
8. Monitor social media insights and metrics and report on findings.
9. Capture and edit photos and videos for events, campaigns and official communication.
10. Ensure livestream content and equipment meet the established standards.
11. Ensure audio/visual setups for events meet the established standards.
12. Assist in coordinating media coverage for events and government initiatives.
13. Manage and maintain the database of media contacts and all published material.
14. Manage the inventory of equipment to ensure functionality and advise on necessary upgrades.
15. Produce graphic designs as required.
16. Complete a minimum of 60 Essential Learning Hours annually to enhance professional knowledge and skills.
17. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the Office of the Deputy Governor.

### QUALIFICATIONS, SKILLS AND COMPETENCIES

- Associate's degree in Mass Communications, Business Administration or Liberal Arts
- One (1) year experience in Mass Communications or related field
- Sound knowledge of the Government structure, policies and procedures
- Good oral and written communications skills
- Sound knowledge of the use of standard office equipment and computer applications
- Knowledge of basic graphic design principles and software
- Knowledge of basic photography principles
- Knowledge of basic videography principles
- Good time management and organisational skills
- Good interpersonal skills and ability to work as a team player
- Ability to work well under pressure
- Manages self to set an example
- Gains trust and support of the team
- Minimizes conflict in the team
- Considers opportunities for change
- Gathers required information

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Studio/field work
- On call 24/7

### HOW TO APPLY:

Please complete the **Job Rotation Application** and provide an up-to-date **resume**. All application packets must be submitted to the Department of Human Resources provided below by the closing date.

**Director of Human Resources**

**Department of Human Resources**

**Simms Building, 2nd Floor**

**Road Town, Tortola VG 1110 British Virgin Islands**

Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)