

JOB VACANCY NOTICE

Manager (Carrot Bay)(Senior Citizen's Programme)(Part-time)



Government of the Virgin Islands

Opening Date: 13 September 2023
Closing Date: 27 September 2023
Location: Tortola
Vacancy Notice No. MHSD 28 of 2023
Job Classification: Grade 7
Ministry/Department/Unit: Social Development Department
Position Details: One year Probationary period
Established position
Employment Type: Part-time
Remuneration/Benefits: Salary range **\$12,242.50-\$15,278.50 per annum**. Salary will be commensurate with qualifications and experience.

ROLE SUMMARY

The successful applicant will coordinate the day to day operation of the senior citizen program including planning, organizing, implementing and supervising recreation programs for senior citizens in the community.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the programme and the supervision of assigned staff.
2. Develop, organise and implement leisure time activities by scheduling events, reserving facilities, arranging for presentations by guest speakers, organizing field trips, etc., which are consistent with the needs and interests of senior citizens within the community.
3. Promote programme activities to individuals in the community.
4. Identify job specific and environmental factors, develop health and safety policies and mitigate and minimise health hazards to promote health and safety of others.
5. Assist with the administration of human resources functions.
6. Coordinate meetings and events; attend, record and report on activities as required.
7. Maintain records and inventory levels for the programme ensuring supplies are in stock, liaise with local and overseas suppliers and vendors and prepare requisition ensuring accuracy.
8. Draft and type correspondence and publications and proof-read various documents ensuring accuracy.
9. Prepare relevant reports on the program and its services.
10. Maintain records relevant to the programme and keep filing up to do so that complete records are available for reference.
11. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
12. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
13. Perform any other duties as required in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Domestic environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associates Degree in Human Services, Social Work and Recreation Education or related field
- Three (3) years of work experience in education, social work, recreation, health services or a related field
- Valid BVI Driver's License
- Good knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of planning, organising and delivery of a recreation program, or elderly services program or senior citizens programme
- Knowledge of gerontology
- Knowledge of CPR and first aid
- Sound project management skills
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

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.

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.

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

Agency:

Permanent Secretary
Ministry of Health and Social Development
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hldbvi@gov.vg

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.