

Opening Date: 12 July 2021
Closing Date: 26 July 2021
Location: Tortola
Vacancy Notice No. MHSD 2 of 2021
Job Classification: Grade 6
Ministry/Department/Unit: Her Majesty's Prison
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary **\$22,770 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Prison Officer I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant supervise the security and custody of inmates to ensure correct policies and procedures are being adhered to and the efficient and effective functioning of the Prison.

MAIN RESPONSIBILITIES

1. Performs the following duties to ensure that no inmates escape lawful custody or conduct any unlawful activities in prison:
 - a. Ensures inmates are accounted for at all times.
 - b. Performs searches of the cells and on inmates when required.
 - c. Ensures that the security gates are locked at all times and no unauthorized person(s) enter the wing.
 - d. Supervises inmates' daily activities.
 - e. Updates all diaries or journals and submits written reports as required.
 - f. Ensures that all inmates are searched on return to prison wings and Inspection of inmates prior to leaving Prison's compound for community appointments.
2. Assists in the admission of new inmates to appropriate cells in accordance with established procedures to ensure appropriate supervision.
3. Attends meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
4. Reports all breaches of security and prison rules.
5. Ensures that proper hygienic procedures are adhered to at all times. (ensure applicable to the prisoners)
6. Performs 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 your own resources and professional development
2. Manages self to model behaviour in meeting organisational standards
3. Manages your time effectively
4. Ensures health and safety requirements are met in your area
5. Develops the trust and support of colleagues and stakeholders

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Prison environment
- Interaction with Inmates
- Unusual and extended hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- One (1) year related experience
- Basic knowledge of Government structure, policies and procedures
- Basic oral and written communication skills
- First AID/CPR Training
- Basic knowledge of the use of standard office equipment and computer applications
- Good knowledge of prison security procedures
- Good interpersonal skills
- Basic analytical and decision making 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:

Acting Permanent Secretary
Ministry of Health and Social Development
Road Town, Tortola VG 1110
British Virgin Islands
or by email: hrcdbvi@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.