

Opening Date: 22 February 2021
Closing Date: 08 March 2021
Location: Tortola
Vacancy Notice No. MOF 1 of 2021
Job Classification: Grade 6
Ministry/Department/Unit: Department of Information Technology
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$22,770 – \$29,124 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Computer Technician II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide technical support for all computer equipment supplied to the department in a professional and timely manner to ensure a well functioned work environment.

MAIN RESPONSIBILITIES

1. Provide technical support for all staff computers throughout departments to ensure effective departmental management.
2. Develop and maintain the databases ensuring that they are functioning at all times.
3. Configure, troubleshoot, maintain and upgrade all computer hardware in an efficient and effective manner.
4. Assist the networking section as necessary to ensure the smooth running of the department.
5. Complete all job logs assigned by the Supervisor.
6. Assist in the evaluating of new hardware, software, upgrades and repairs to ensure the department has the most up-to-date programs.
7. Perform any other related duties as required by the Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Observe departmental standards for own conduct
2. Manage own work effectively
3. Manage customer relationships
4. Communicate clearly and effectively
5. Contribute to the effective use of resources
6. Manage relationships with others in the team, including your manager

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's degree in Computer Science or in a related area
- Two (2) years' experience in maintenance and managing information systems or in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of computer systems and applications
- Sound knowledge of the use of standard office equipment
- Sound interpersonal and analytical skills
- Sound oral and written communication 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:

Financial Secretary
Ministry of Finance
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.