

**Opening Date:** 19 January 2023  
**Closing Date:** 02 February 2023  
**Location:** Virgin Gorda  
**Vacancy Notice No.** MOF 2 of 2023  
**Job Classification:** Grade 7  
**Ministry/Department/Unit:** BVI Post  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$24,485per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Sub Postmaster

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will promote postal operations through efficient and professional frontline services.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operations of the assigned section.
2. Administer and maintain systems and records ensuring the security of data.
3. Provide professional frontline services to clients
4. Prepare relevant reports on the activities of the assigned section.
5. Greet and assist clients in a friendly and professional manner to facilitate effective communication and customer service.
6. Assist in processing paperwork, gathering information and verifying data.
7. Assist with maintaining inventory levels, ensuring that supplies are in stock.
8. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
9. Prepare and distribute mail and stamps according to the procedural guide in order to maintain an effective and efficient postal service.
10. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

### BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages 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 General Studies, Business Administration or a related area
- Three (3) years working experience
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Good knowledge of postal operations and regulations
- Good knowledge of the geographical areas of Tortola
- Good time management and organisational skills
- Good oral and written communication skills
- Good interpersonal skills and ability to work as a team player

### 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: [hrgbvi@gov.vg](mailto:hrgbvi@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.*