

**Opening Date:** 12 August 2022  
**Closing Date:** 26 August 2022  
**Location:** Tortola  
**Vacancy Notice No.** PO 6 of 2022  
**Job Classification:** Grade 5  
**Ministry/Department/Unit:** Department of Agriculture and Fisheries  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$21,287-\$22,607 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Agricultural/Fisheries Assistant I

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist in providing technical advice to farmers and backyard gardeners on aspects of crop production, pest and disease control, and farm management. Assists in verifying documentation and examination of fruits, vegetables, plants, ground provision, etc. to prevent the introduction of foreign pest and diseases from entering the Territory. Assists in the collection of data for crop damage assessment.

### MAIN RESPONSIBILITIES

1. Assist with crop damage assessments and provide technical advice and assistance in establishing and managing school gardens to ensure the correct advice is given to farmers in a professional manner.
2. Assist with publications and mounting of exhibitions as well as liaising with other departments and divisions in Agriculture regarding the promotion of agricultural related activities to ensure the Department is well organised and advertised.
3. Assist with the maintenance/updating of Farmer's Register with detailed farmers' profiles to ensure appropriate records are maintained.
4. Provide technical advice to farmers and backyard gardeners on aspects of crop production, pest and disease control, farm management and relevant record keeping to achieve the Department's objectives in a timely and professional manner.
5. Assist with farmers training in improved production systems and identify farming constraints and liaise with other agencies and divisions to solve these issues in a timely and professional manner.
6. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manages self to ensure conduct meets departmental standards
2. Ensures working practices of self and team are healthy and safe
3. Encourages innovation
4. Organises the team's resources
5. Communicates information

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Fieldwork
- Exposure to pesticides, plant pests and diseases
- Exposure to attacks from insects and animals

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Certificate in General Agricultural Science or related area
- Two (2) years working experience in the Agricultural sector or related area
- Valid BVI driver's license required
- Good knowledge of Government structure, policies and procedures
- Good knowledge of agricultural practices, theory and principles and techniques in modern crop production
- Good interpersonal and organisational skills
- Good 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:

**Permanent Secretary**  
**Premier's Office**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@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.*