

Opening Date: 1 December 2023
Closing Date: 15 December 2023
Location: Tortola
Vacancy Notice No. PSC 129 of 2023
Job Classification: Grade 16
Ministry/Department/Unit: Premier's Office
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$55,772-\$69,604 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Director of Protocol

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide for protocol services across Government and plan, arrange and execute protocol services for official events and occasions for Government ceremonies and conferences as well as render professional support to Government Officials and visiting dignitaries.

MAIN RESPONSIBILITIES

1. Create, implement and maintain the standard of all functions of diplomatic, ceremonial and general protocol for the Government of the Virgin Islands; ensure the execution of all general administrative details for implementation of protocol and ensure the establishment and publication of an agreed Order of Precedence protocol and guidelines for the Territory.
2. Coordinate official visits for Heads of Government, Ministers of Government and other persons of note visiting the Territory from arrival to departure.
3. Coordinate the travel (arrival and departure) and accompany visiting dignitaries as required, ensuring a professional and gracious atmosphere.
4. Coordinate arrangements for the Premier and other Government Ministers visiting other countries on official duty.
5. Coordinate the selection and presentation of gifts for official gift giving.
6. Plan and execute arrangements for official functions and ceremonies hosted by the Premier or other Ministers of Government.
7. Assist with organising hospitality and other logistical arrangements for official events.
8. Coordinate and ensure the maintenance, including allocation of all government resources for the implementation of all protocol programmes (i.e. vehicles, flags, personnel, gifts register, official guest lists, etc.).
9. Serve as the chief consultant on matters of protocol for the Territory, organise all Government protocol, provide training to relevant personnel and supervise officers responsible for protocol or who serve as liaison officers in other ministries.
10. Assist with developing public relation strategies for public activities falling under the Premier's Office.
11. Performs any other duties as required by the Permanent Secretary, Director/International Affairs Secretariat or senior officer in order to contribute to the effectiveness and efficiency of the Ministry.

BEHAVIOURAL COMPETENCIES

1. Manage time effectively
2. Manage your own resources and professional development
3. Provide leadership in area of responsibility
4. Develop the trust and support of colleagues, stakeholders and line managers
5. Implement change
6. Obtain and analyses information for decision making
7. Provide information and advice to others
8. Assess and develop the performance of team and individuals
9. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork
- Extended and irregular working hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Humanities, International Relations, Public Administration, Hospitality Management or related field
- Five (5) to seven (7) years working experience in ceremonial and diplomatic protocol
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- Three (3) to five (5) years specialised training in ceremonial and diplomatic protocol
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent knowledge of protocol procedures
- Sound knowledge of international codes of conduct and diplomatic relations
- Sound experience working at an international level with international development agencies
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal, organisational and event planning skills

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.

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- Ability to work well under pressure
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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:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hldbvi@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.