

Opening Date: 1 December 2023
Closing Date: 15 December 2023
Location: Tortola
Vacancy Notice No. PSC 130 of 2023
Job Classification: Grade 14
Ministry/Department/Unit: Ministry of Education, Youth Affairs and Sports
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$47,371-\$72,344 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Human Resources Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will create and maintain an effective and efficient HR department through leadership of the unit; provide support and guidance to Department Heads and employees.

MAIN RESPONSIBILITIES

1. Lead the smooth and efficient operation of the Human Resources Unit through management of daily operations and supervision of staff, and assisting in developing the Department's plans, goals, objectives and systems.
2. Lead timely accurate completion of the appraisal process, promoting a positive attitude, from goal setting for new recruits to monitoring performance of employees, initiating disciplinary where necessary.
3. Manage an effective interview process, through developing, evaluating and validating interview and selection instruments, directing and conducting high-level recruitment to ensure the right candidate is recruited, and recommending conditions of service, compensation packages and performing exit interviews.
4. Lead staff development / training, workshops and offers coaching to staff on performance improvements to ensure all staff are given the tools required to operate effectively.
5. Lead, direct and participate in long-term strategic HR planning of the Ministry and Departments, recommending new approaches, policies and procedures to effect continual improvements in efficiency of departments and services performed.
6. Act as advisor to Permanent Secretaries, Department Heads and other senior officers; and attend meetings to offer support / guidance.
7. Counsel employees regarding promotional opportunities and HR concerns. Conduct investigations and makes recommendations as appropriate regarding issues of staff disputes, grievances and misconducts. Lead employee recognition to reward excellence to encourage a high level of staff morale.
8. Promote consistency across Public Service through advice and audits of employment processes of ministries/ departments.
9. Liaise with the relevant ministries, departments and other agencies to obtain advice to resolve complex matters.
10. Assist in compiling information for disciplinary inquiries and ensure that all disciplinary actions are handled in accordance with the human resources policies and/or executed as directed by the Governor through the Public Service Commission.
11. Coordinate and conduct new employee orientations.
12. Prepare correspondence, periodic reports, various documents on human resources activities (including monthly leave reports) and Commission papers.
13. Identify job specific and environmental factors, develop/enforce health and safety policies and mitigate and minimise hazards to promote health and safety of officers.
14. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

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 analyse 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/Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Administration / Management or related field
- Certification in Human Resources Management
- Five (5) to seven (7) years working experience in related field
- Excellent knowledge of Government structure, policies and procedures

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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- Excellent knowledge of applicable policies, regulations and laws
 - Excellent knowledge of psychosocial interviewing and counselling techniques
 - Excellent budget skills
 - Excellent knowledge of JD Edwards Accounting Software
 - Sound knowledge of the use of standard office equipment and computer applications
 - Excellent negotiation, analytical and decision-making skills
 - Excellent interpersonal and organisational skills
 - Excellent oral and written communication skills
 - Ability to work well under pressure
 - Excellent supervisory and management skills
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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: hrrdbvi@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.