

**Opening Date:** 29 March 2023  
**Closing Date:** 12 April 2023  
**Location:** Virgin Gorda  
**Vacancy Notice No.** PSC 20 of 2023  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Department of Labour and Workforce Development  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$38,269 - \$48,943 per annum**. Salary will be commensurate with qualifications and experience.

**JOB VACANCY NOTICE**  
**Assistant Labour Commissioner**  
**(Virgin Gorda)**  
Government of the Virgin Islands



**ROLE SUMMARY**

The successful applicant will oversee the daily operations of the Unit by ensuring that administrative, dispute, inspection, employment service and work permit processing duties are met.

**MAIN RESPONSIBILITIES**

1. Manage the daily operation of the Unit to ensure the objectives and goals are met including the supervision of staff.
2. Review all work permit applications for final screenings to ensure completeness of applications and supporting documents.
3. Conduct in-depth interviews with the employer and work permit applicant.
4. Conduct investigations into disputes, complaints or questions filed by employees and employer and oversee the preparation of statistical reports.
5. Communicate effectively with both disputing parties to avoid misunderstandings and record final outcome of each case.
6. Oversee the job placement process of registered applicants and conduct pre-employment screening and interviewing prior to referrals to employers.
7. Ensure the health, safety and welfare of employees by assisting the Labour Inspector with inspections.
8. Brief the Labour Commissioner and Deputy Labour Commissioner on work permit and job placement issues.
9. Ensure that deposit transactions are prepared and processed accurately.
10. 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. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Provide leadership in your area of responsibility
5. Develop the trust and support of colleagues and stakeholders
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

**WORKING CONDITIONS/ ENVIRONMENTAL FACTORS**

- Normal office environment
- Fieldwork

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Business Administration/Management, Human Resources or related field
- Three (3) to five (5) years working experience
- Valid BVI driver's license
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound interpersonal skills including counselling and interviewing techniques
- Sound oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound organisational skills
- 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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrdbvi@gov.vg](mailto:hrdbvi@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.*