

**Opening Date:** 29 March 2023  
**Closing Date:** 12 April 2023  
**Location:** Tortola  
**Vacancy Notice No.** PSC 21 of 2023  
**Job Classification:** Grade 7  
**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 **\$24,485 - \$26,003 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Labour Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist with the execution of the daily operations of the Unit and ensure that work permits are processed.

### MAIN RESPONSIBILITIES

1. Assist with the smooth and efficient operation of the Unit through the preparation of work permit applications by:
  - a. Assisting with review all work permit applications for final screening to ensure completion of applications and supporting documents
  - b. Investigating and following up information that is needed to assist in the decision-making process
  - c. Interacting with the Placement Officer to determine if BVIlanders are available to fill positions before processing the work permit application
  - d. Preparing accurate work permit work sheets for each work permit application before the application is given to the Commission to save future time and effort
  - e. Providing information and advice to customers concerning compliance of the Labour Code as it pertains to work permits in a professional and accurate manner
2. Draft and type correspondence and proof-read various documents ensuring accuracy.
3. Administer and maintain systems and records ensuring security of personnel data
4. Respond to telephone inquiries in accordance with the relevant policies and procedures.
5. Assist with the maintenance of records and keep filing up to date so that complete records are available for reference.
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. 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
- One (1) to two (2) years working experience
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Good knowledge of relevant laws, regulations and policies
- Good interpersonal skills including counselling and interviewing techniques
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good 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.*