

Opening Date: 29 March 2023
Closing Date: 12 April 2023
Location: Tortola
Vacancy Notice No. PSC 22 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 - \$43,013 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Workforce Development Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with management of the Department's daily operations and administrative functions to ensure its efficiency and effectiveness.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Department through management of daily operations.
2. Assist with processing paperwork, gathering information and verifying data.
3. Organise and coordinate seminars, conferences, meetings and events; attend, record and report as required.
4. Ensure the preparation of meetings and presentation materials.
5. Prepare correspondences and annual and monthly reports to ensure accurate dissemination of information.
6. Maintain records relevant to the unit and also keep data up to date so that complete records are available for reference.
7. Conduct pre-employment screening, interviewing and testing of job applicants to fill vacancies.
8. Confer with the Labour Commissioner on employment matters, including placement problems, release of probationary employees and dismissals of employees placed by the Labour Department.
9. Develop and communicate policies, procedures and other vital information to job seekers and employers by bulletins, meetings, media, e-mail and personal contact.
10. Provides coaching and counselling services to applicants who have employment related difficulties.
11. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources, Business Administration/Management or related field
- Five (5) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent 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
- Excellent analytical and decision-making skills
- Sound organisational skills
- Ability to work well under pressure

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: hrdbvi@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.