

Opening Date: 26 May 2023
Closing Date: 09 June 2023
Location: Tortola
Vacancy Notice No. PSC 51 of 2023
Job Classification: Grade 18
Ministry/Department/Unit: Ministry of Financial Services, Labour and Trade
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$68,764-\$100, 744 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Executive Director of International Business Regulations



Government of the Virgin Islands

ROLE SUMMARY

The successful applicant will advise the Minister for Financial Services, Labour and Trade on all matters pertaining to the international obligations affecting the Territory's Financial Services regime.

MAIN RESPONSIBILITIES

1. Foster increased collaboration and synergy among the Government of the Virgin Islands, regulators, and the private sector to achieve the jurisdiction's business development, strategic, and policy objectives within the Financial Services Sector.
2. Advocate for clear articulation, discussion, and fulfillment of Government policies in alignment with the requirements of the international community.
3. Continually scan the industry landscape to identify opportunities and threats, and propose strategic responses.
4. Facilitate communication between international bodies such as the IMF, EN, OECD, and UK with the Government, ensuring that discussions of Government Policy align with the requirements of the international community.
5. Lead on Anti-Money Laundering/Counter-Terrorist Financing (AML/CTF) matters, ensuring that the BVI fulfills its national obligations in these areas.
6. Develop and coordinate a comprehensive national policy for the Financial Services industry at the direction of the Minister.
7. Implement specific actions associated with national policy as directed by the Minister and Cabinet.
8. Oversee all operations of the International Business Regulations Unit, including supervision and support of assigned staff.
9. Identify job-specific and environmental hazards, and develop and implement health and safety policies to mitigate workplace risks.
10. Ensure the preparation and responsible management of the Unit's annual budget.
11. Execute any other related duties as needed to enhance the effectiveness and efficiency of the Ministry.

BEHAVIOURAL COMPETENCIES

1. Demonstrate effective time management skills.
2. Take responsibility for personal resource management and professional development.
3. Exhibit leadership within the area of responsibility.
4. Cultivate trust and support among colleagues, stakeholders, and line managers.
5. Execute and manage change initiatives effectively.
6. Acquire and analyze information critical for informed decision-making.
7. Disseminate information and provide advice to others as necessary.
8. Evaluate and foster the performance of both teams and individuals.
9. Uphold health and safety requirements within the assigned area.

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended working hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Business Administration/Management, Finance or related field
- Ten (10) years managerial experience in Public Finance or related field
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge of relevant laws, policies and regulations
- Expert knowledge of budgeting, international marketing and foreign policy
- Excellent knowledge of global financial services practices
- Excellent knowledge of policies of international standard setting bodies
- Expert knowledge of relevant financial software packages and computer applications including electronic spreadsheet, database and graphics
- Expert analytical, negotiating, interpersonal and organisational skills
- Sound knowledge of the use of standard office equipment
- Excellent oral and written communication skills
- Ability to work well under pressure
- Excellent leadership and management skills

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: hrrbvi@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.