

Opening Date: 26 May 2023
Closing Date: 09 June 2023
Location: Tortola
Vacancy Notice No. PSC 52 of 2023
Job Classification: Grade 14
Ministry/Department/Unit: Office of the Deputy Governor
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$47,371-\$62,061 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Assistant Secretary

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will conduct research in addition to implementing and assisting in the coordination of effective legislation, strategic policies for regional affairs as directed by the Permanent Secretary. Serves as desk officer for selected departments on the Group's behalf. Facilitates BVI representation and participation in international and regional organizations.

MAIN RESPONSIBILITIES

1. Provide advice, assistance and support to the Permanent Secretary and the Deputy Permanent Secretary in the formulation of policy and administration of the Governor's Group and its departments to maintain the efficient delivery of services.
2. Conduct research and assists with policy development, analysis and delivery in line with the requirements of the Governor's Group.
3. Provide public administrative support in the areas of office management, preparation of liquor licences event planning for annual commemorative celebrations, public estate management, apostilles, visa waivers and regulatory services functions to ensure these run efficiently and in accordance with relevant legislation.
4. Prepare correspondences to local and external persons, agencies and departments in order to respond to the needs of the public.
5. Serve as the Governor's subject and Desk Officer for assigned departments for the purposes of improving centralisation and efficiency.
6. Monitors the implementation of the Government Legislative Agenda and strategic management initiatives to ensure that execution of such initiatives is consistent with original objectives.
7. Represents the Governor's Group at meetings, workshops, seminars, conferences and other official functions locally and overseas to ensure presence of the Group and to represent its interests.
8. Assist with screening for Chevening Scholarships to ensure the process runs efficiently.
9. Monitors incoming correspondence to remain current with a wide range of information and to assist with necessary follow-up action.
10. Provides support to government ministries on strategic management to contribute to the overall effectiveness of the Civil Service.
11. Performs any other duties as required by the Permanent Secretary or Deputy Governor in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Manages 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. Implements change
6. Obtains and analyses information for decision making
7. Provides 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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Five (5) years working experience in a management capacity
- Excellent knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure
- Good supervisory and management skills
- Excellent knowledge of JD Edwards Accounting Software
- Excellent negotiation, analytical and decision-making skills
- Excellent knowledge of applicable policies, regulations and laws
- Excellent knowledge of psychosocial interviewing and counselling techniques

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.

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.