

Opening Date: 14 September 2023
Closing Date: 28 September 2023
Location: Tortola
Vacancy Notice No. PSC 96 of 2023
Job Classification: Grade 17
Ministry/Department/Unit: House of Assembly
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$62,900-\$74,600 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Clerk

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform all the duties of the Clerk as outlined in the Standing Orders of the House of Assembly and the Constitution of the Virgin Islands to support the achievement of Departmental objectives.

MAIN RESPONSIBILITIES

1. Co-ordinate all official functions of the House of Assembly including Official Funerals, Friendship Day and the arrangement of programmes for visiting Parliamentarians and the hosting of official guests to ensure the smooth running of each event.
2. Serve as Accounting Officer for the Department.
3. Prepare and manage the Department's Annual Budget.
4. Ensure the preparation and submission of performance planning and appraisal report for all staff.
5. Manage the Office of the House of Assembly including supervising, training and disciplining staff to ensure the well-functioning and efficient use of resources and that Member's administrative needs are being met by Departmental Staff.
6. Oversee the maintenance and upkeep of all Buildings, grounds, equipment and vehicles belonging to the Office of the House of Assembly to ensure a professional appearance and well-functioning work environment.
7. Manage and coordinate all arrangements for the holding of Sittings and other meetings and Official Functions, and conduct the House's business in accordance with the Constitution and Standing Orders.
8. Advise the Speaker on matters relating to the interpretation of the Standing Orders and procedure in the House and advise Members on the Speaker's ruling of the appropriateness of matters submitted for inclusion on the Order Paper to ensure correct procedures are followed and understood by all parties.
9. Manage and prepare for each Sitting an Order Paper containing the business for that Sitting and ensure its dispatch along with all relevant documents to Members not less than three (3) clear days before the House meets to ensure meetings are correctly prepared and called and all attendees notified accordingly.
10. Advise the Speaker on financial matters relating to the House of Assembly's budget in accordance with the Public Finance Management Act, 2004 and the Public Finance Management Regulations, 2005, and any other relevant Financial Regulations.
11. Record and prepare the Minutes of Proceedings of the House and of the Committees of the whole House, to ensure accurate records are prepared in a professional and timely manner and that Minutes are circulated to the Members within the time specified in the Standing Orders.
12. Maintain custody of all votes, records, Bills and other documents laid before the House and present such Bills to the Governor for his Assent. Record all amendments to Bills made during the Committee Stage, process all legislation passed in the House, including verifying accuracy of Bills once returned from the Attorney General's Chambers, and ensure their timely publication in the British Virgin Islands Official Gazette.
13. Serve as Secretary to BVI Branch of the Commonwealth Parliamentary Association, accompany and advise the Chairman and Members on matters in connection with the Association and serve as Secretary to Select Committees to ensure the policies and procedures outlined in the Standing Orders are followed accordingly.
14. Coordinate the deliberations of the annual Standing Finance Committee and ensure the timely presentation of the Report for Budget Debate. Prepare the Department's annual budget for management information purposes.
15. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
16. Perform any other duties that may be assigned by the by Permanent Secretary DGO or the Deputy Governor in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Ensure compliance with legal, regulatory, ethical and social requirements
2. Control expenditure and activities against a series of budgets
3. Manage your own resources, development and networks
4. Manage organizational challenges
5. Manage relationships across the organization
6. Communicate and influence effectively
7. Provide leadership and encourage innovation in the organization
8. Obtain and analyse information for critical decision-making

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal Office Environment
- Extended and irregular work hours
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's Degree in Business or Public Administration or a related field
- Eight (8) years' experience in a senior administrative capacity
- Certificate in Parliamentary Procedures and Administration
- Expert knowledge of the Government structure, policies and procedures
- Expert knowledge of the Constitution of the British Virgin Islands
- Expert knowledge of the Standing Orders of the House of Assembly, other related legislation and the Erskine May Parliamentary Procedure and Practice
- Sound knowledge of Government's budget and accounting procedures
- Skilled in taking and recording minutes of meetings
- Sound supervisory and management skills
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Good interpersonal and organisational 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: hrgbvi@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.