

Opening Date: 14 September 2023
Closing Date: 28 September 2023
Location: Tortola
Vacancy Notice No. PSC 97 of 2023
Job Classification: Grade 13
Ministry/Department/Unit: House of Assembly
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$42,486-\$59,607 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Deputy Clerk

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide advice, assistance and administrative support with duties pertaining to Sittings of the House of Assembly and all other associated meetings to ensure Departmental objectives are achieved in a timely and professional manner.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department and the supervision of assigned staff.
2. Assist in coordinating the preparations for Sittings of the House of Assembly and all other associated meetings to ensure Sitting packages are distributed within the time specified in the Standing Orders.
3. Prepare notices of House of Assembly and assigned Select Committee meetings to ensure meetings are correctly called and all attendees notified accordingly.
4. Record and prepare the Minutes of Meetings of the House of Assembly meetings and all other associated meetings to ensure accurate records are prepared in a professional and timely manner.
5. Prepare Acts that are passed by the House of Assembly for assent by the Governor and then to the gazette.
6. Prepare Resolutions passed by the House of Assembly and process for gazetting.
7. Assist in preparation of the Department's adhoc and annual reports including the annual budget for management information purposes.
8. Assist with processing the Department's correspondence to ensure timely and professional communication.
9. Serve as Protocol or Liaison Officer when necessary, assist the Clerk in carrying out his/her duties and serve as the Clerk of the House of Assembly in his/her absence to ensure professional representation at all times.
10. Deputise in the absence of the Clerk, House of Assembly.
11. Assist with the preparation of the Department's Annual Budget.
12. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
13. Research, analyse and prepare reports and provide advice.
14. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
15. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Allocate work to teams and individuals
2. Monitor the use of physical resources
3. Provide information and advice to others
4. Make recommendations for expenditure
5. Ensure products and services meeting quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Extended and irregular work hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Public Administration or related field
- Seven (7) years' experience in a senior administrative capacity
- Sound knowledge of the Government structure, policies and procedures
- Sound knowledge of the Constitution of the Virgin Islands
- Sound knowledge of the Standing Orders of the House of Assembly, other related legislation and the Erskine May Parliamentary Procedure and Practice
- Sound knowledge of computerised accounting systems including the JD Edwards Accounting Software principles and 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: hldbvi@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.