



RDA Temporary Employment Opportunity

Opening Date: 11th May 2023
Closing Date: 11th June 2023
Job Title: Director of Programme Strategy
Location: Cyril B. Romney Tortola Pier
Park | 1-2/F, 52 Pier Park Drive
– Unit 8,
External Agency: Virgin Islands Recovery and
Development Agency (RDA)
Assignment Duration: Full time Secondment;
**Minimum period of two (2)
years**



ORGANISATIONAL BACKGROUND

The Government of the Virgin Islands in collaboration with the Virgin Islands Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of **Director of Programme Strategy**.

PURPOSE

The successful applicant will provide leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

RESPONSIBILITIES

1. Manage the Programme Strategy Department.
2. Lead role in engagement with the Ministry of Finance and implementation of the provisions of the Virgin Islands Recovery and Development Agency (RDA)–Ministry of Finance (MoF) Memorandum of Understanding (MOU).
3. Lead role in public representation of the planning and work of the RDA for the media.
4. Responsible for informing the requirements assessment and refinement phase of planning.
5. Responsible for developing requirements into feasible options which are to be prepared in line with the Business Case process.
6. Lead in the coordination and development of Business Cases based on the options selected.
7. Responsible for writing the Implementation Plan and Schedule.
8. Responsible for monitoring the corporate strategic direction, decision making and planning, providing managerial experience and technical/operational insights and perspectives.
9. To attend public meetings, give talks and give evidence where issues extend beyond the normal scope and to take opportunities to promote the RDA.
10. To ensure that staff in the Programme Strategy Department work closely and in co-operation with key partner organisations to tackle complex projects, providing strong input through the development process from initial feasibility to detailed delivery stages.
11. To promote a culture of strong communication; staff flexibility to respond to changing workloads.

PREFERRED SKILLS AND COMPETENCIES

- Master's degree (strategic, business or programme management) and/or equivalent
- Internationally recognised strategic management qualification or demonstrable experience
- Risk management qualification or demonstrable experience
- At least ten (10) years programme lead at the strategic planning or similar level in the public and/or private sector
- 5-7 years managerial experience at policy level
- Thorough work planning to a clear, deliverable plan on time and using available resources.
- Building effective partnerships with key stakeholders to deliver tangible results.
- Working with the public and stakeholder groups – including giving presentations and involvement in workshops.
- Preparation and presentation of robust written advice/evidence in a variety of formats.
- Excellent decision-making and leadership capabilities
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software
- Up to date knowledge of current legislation and good practice in the field.
- Awareness of the roles of leadership and management and the ability to deliver both effectively for a multidisciplinary team.
- Awareness of the importance of delivering good customer service and the ability to drive change in work practices to secure this.
- Strong 'people-management' and interpersonal skills.
- Ability to work effectively across professional and organisational boundaries.
- Ability to drive innovation and react positively to changing demands and circumstances.
- Ability to demonstrate entrepreneurial acumen in the way projects are funded and delivered.
- Ability to inspire staff and set clear career paths to maximize the potential on all staff.

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Field environment; travel from site to site

HOW TO APPLY

The cover letter, resume, and academic qualifications and certifications of interested public officers are to be submitted to the Department of Human Resources at the below address by the closing date.

**Director of Human Resources
Department of Human Resources
RJT Building
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrdbvi@gov.vg

Programme Details:

The temporary employment provides an opportunity for public officers to further enhance their knowledge, skills and overall competencies by being shifted, for a period of time, to employment with the RDA.

Application Process:

Submit cover letter, resume, academic qualifications and certifications to the Department of Human Resources.