



The Government of the Virgin Islands remains committed to protecting the public, public money and property, along with the integrity, security and reputation of the Virgin Islands while maintaining a high level of service to the community consistent with the practices of good governance. As such the Government seeks to establish the office of the Contractor General for the monitoring and implementation of government contracts and to provide for related matters.

Virgin Islands Office of the Contractor General

The office of the Contractor General serves to promote and enhance standards of ethical conduct by consolidating laws relating to the prevention of corruption and the award, monitoring and investigating of government contracts and prescribed licences. The Office of the Contractor General is responsible for supporting the establishment and enforcement of standards of awarding government contracts that will promote and strengthen measures for the preventing, detecting, investigating, judging, sanctioning and prosecuting of acts of corruption.

Contractor General

The Contractor General is primarily responsible for (a) monitor and, where necessary, investigate the award of contracts with a view to ensuring that they are awarded impartially and without impropriety or irregularity and are implemented as specified in the award; and (b) report the findings of any such investigation to the House of Assembly.

Qualification

- Bachelor's or Master's degree in one of the following areas of competency: accounting, auditing, financial analysis, law, management analysis, public administration, or project management.
- 5-8 years of project management and related experience
- Project Management Professional (PMP) certification is a plus
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Excellent communication skills (internal and external)
- Exceptional writing skills
- Ability to cultivate strong relationships within a team
- Understand concepts of project component life cycles, system condition evaluation, replacement costs

- Solid organizational skills including attention to detail and multitasking skills
- Project Management Professional (PMP) / PRINCE II certification is a plus
- Experience with project management software tools

Responsibilities of Contractor General

- Work closely with Procurement Office, other Government Departments and Statutory Agencies to be aware of any award and, where applicable, the variation of any public contract by the public body responsible for such contract.
- to monitor the award and the implementation of government contracts and statutory agencies contracts with a view to ensuring that,
 - (i) such contracts are awarded impartially and on merit.
 - (ii) the circumstances in which each contract is awarded or, as the case may be, terminated, do not involve any impropriety or irregularity.
 - (iii) without prejudice to the functions of any public body in relation to any contract, the implementation of each such contract conforms to the terms thereof.
 - (iv) there is no fraud, corruption, mismanagement, waste or abuse in the awarding of contracts by a public body.
- Review the coordination of internal resources and third parties/vendors for the flawless execution of projects
- Monitor the implementation of projects to ensure that all projects are delivered on-time, within scope and within budget
- Review the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
- Review resource availability and allocation and communicating any deficiencies or issues to the project owner
- Develop a detailed project plan to monitor and track progress
- Engage with relevant parties on changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure performance using appropriate project management tools and techniques
- Report and escalate any findings to the relevant authorities
- Manage the relevant stakeholders relationships
- Perform risk management to minimise potential risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

- Engage project management authority to take detailed briefs to review the progress of all projects
- Track project performance, specifically to analyse the successful completion of short and long-term goals
- Report and escalate any findings to the relevant authorities
- Review budgetary objectives and make recommendations for adjustments to project constraints based on financial analysis
- Receive and investigate report of fraud, corruption, mismanagement, waste or abuse in the awarding of contracts by a public body
- Use and continually develop leadership and management skills
- Develop spreadsheets, diagrams and process maps to document needs
- to investigate any and all processes and procedures related to contract awards where necessary including but not limited to the process itself, fraud, mismanagement, waste or abuse
- to develop policy guidelines, evaluate programme performance and monitor actions taken by a public body with respect to the award, execution and termination of contracts; and
- to monitor the grant, issue, suspension or revocation of any prescribed licence, with a view to ensuring that the circumstances of such grant, issue, suspension or revocation do not involve impropriety or irregularity and, where appropriate, to examine whether such licence is used in accordance with the terms and conditions thereof.
- Perform other related duties as assigned

Address Applications to only:

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 Premier's Office
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 2nd Floor Road Town,
 Tortola British Virgin Islands

Tel: (284) 468-2152

Email: premiersoffice@gov.vg

Closing date: 11th March, 2022