



GOVERNMENT OF THE VIRGIN ISLANDS
TEACHING SERVICE COMMISSION
ADVERTISEMENT NO. 62/2021

November 2021

Applications are invited from qualified persons to fill the post of **Guidance Officer I/II/III**, Virgin Islands Teaching Service.

Vacancy: Guidance Officer at Secondary Schools

Salary:

Entry in the scale will depend on qualification and experience.

Minimum Qualifications:

- Master's Degree in Psychology, Counselling, Social Work or related field.
- Three (3) years working experience in the area of counselling.

Responsibilities:

- Assists with the orientation of students to the school community, providing them with the necessary help for proper adjustment.
- Assists with providing leadership in developing programmes for children including those with special needs.
- Assists with providing individual and group counselling for students, and works with students with behavioural problems.
- Assists with establishing and maintaining students' records as applied to guidance and counselling activities.
- Assists with providing activities and information to students to help with the transition from primary to secondary schools, or at alternative option.
- Assists with the setting up and running of clubs and social outreach programmes for the personal and social development.
- Consults with teachers and principals on matters pertaining to students.
- Assists with the development of career guidance programmes and guidance related activities; preventative, developmental and skill programmes for students.

- Communicates with the Education Officer responsible for guidance and counselling regarding the guidance programme in the school and referral issues.
- Works in remediation and crisis intervention programmes.
- Assists with coordinating parenting education seminars.
- Performs any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

Requirements:

- Good knowledge of Government structure, policies and procedures
- Good 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
- Sound knowledge of Behavioural Science and Child Development
- Sound knowledge of remedial and crisis intervention programmes and techniques
- Sound knowledge of individual and group counselling techniques
- Sound knowledge of psychological diagnostic tools
- Ability to work well under pressure
- **Note:** Candidates possessing a combination of extensive directly related experience, transferable skills and additional qualifications which may qualify them to do this job are encouraged to apply for consideration.

Appointment:

- One-year probationary period
- Appointment subject to medical fitness

Benefits if recruited from outside the Territory:

- Relocation assistance, housing allowance and gratuity at 5% (on successful completion of contract)

Location:

- Tortola, Virgin Gorda & Anegada.

Applications:

Applications giving full details of age, qualifications, experience, marital status, and availability, accompanied by two references should be sent to The Secretary, Teaching Service Commission, Ministry of Education and Culture, P.O. Box 72, Road Town, TORTOLA VG1110, VIRGIN ISLANDS. Application can be sent to hr@vischools.edu.vg

Closing date for receipt of applications is 7th December, 2021.