

**Opening Date:** 17 November 2022  
**Closing Date:** 1 December 2022  
**Location:** Tortola  
**Vacancy Notice No.** 110 of 2022  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Department of Human Resources  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$38,269-\$43,013 per annum**. Salary will be commensurate with qualifications and experience.

**JOB VACANCY NOTICE**  
**Human Resources**  
**Business Partner**  
Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will provide assistance to the Human Resources Manager or equivalent to ensure all relevant HR related matters within the Unit are handled.

#### MAIN RESPONSIBILITIES

1. Assist with ensuring the smooth and efficient operation of the Human Resources Unit through management of daily operations and supervision of assigned staff.
2. Draft relevant correspondence and reports ensuring a quick turnaround and proof-read various documents ensuring accuracy.
3. Administer and maintain systems ensuring security of confidential personnel data.
4. Provide up-to-date advice on HR related matters, procedures and regulations, to help staff carry out their daily operations.
5. Schedule, organise and prepare material and minute departmental meetings to ensure accurate and timely preparation of documentation.
6. Assist in maintaining and up to date electronic database of existing employees' profile using the payroll system.
7. Serve as Desk Officer for selected Ministries by assisting in the appointment of suitably qualified officers and assist with the resolution of Human Resource related matters.
8. Research and prepare documentation to advise the relevant Commission.
9. Prepare employment contracts.
10. Coordinate and deliver orientations and staff development / training and workshops to ensure employees obtain up-to-date knowledge.
11. Ensure timely accurate completion of the appraisal process, promoting a positive attitude, from goal setting for new recruits to monitoring performance of employees.
12. Coordinate salary administration to ensure accurate credits, deductions and payments are made on time and recommend compensation packages for new recruits and employees.
13. Research, analyse and prepare reports (including employee profiles) and advice.
14. Monitor temporary/probationary appointments and contract terms periodically and notify Permanent Secretaries/Heads of Departments of end dates for further action.
15. Review HR matters involving devolved grades.
16. Coordinate the on-boarding of new employees.
17. Adhere to relevant policies and procedures applicable to salaries and allowance entitlements and examine personnel files to determine employment status, ensuring accurate payments are made.
18. Arrange for the development, implementation and maintenance of ongoing public education and information programmes.
19. Arrange and implement internal and external media activity in conjunction with the Department of Information and Public Relations to ensure appropriate communication of key messages.
20. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

#### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Occasional extended working hours
- Fieldwork

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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**MINIMUM QUALIFICATIONS  
AND EXPERIENCE**

- Bachelor's Degree in Human Resources Management, Business Administration/Management, Public Administration or related field
- Three (3) to five (5) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of JD Edwards Accounting Software
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

**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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (*available at: [www.bvi.gov.vg](http://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](http://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](http://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.*