

Opening Date: 22 November 2022
Closing Date: 6 December 2022
Location: Tortola
Vacancy Notice No. 112 of 2022
Job Classification: Grade 13
Ministry/Department/Unit: Cabinet Office
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$42,486-\$43,803 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Cabinet Recording Secretary

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance to the Cabinet Secretary to ensure accurate recording of minutes at the meetings of Cabinet, National Security Council and the Virgin Islands Corps Council.

MAIN RESPONSIBILITIES

1. Draft minutes to ensure timely preparation and circulation prior to meetings and ensure that action points are completed where required.
2. Maintain accurate physical and electronic records of meetings and minutes and ensure that documents are available for use when requested.
3. Provide research support as required.
4. Ensure that all supporting documents and/or updates are circulated prior the commencement of meetings.
5. Draft, type and proof-read various documents ensuring accuracy.
6. Assist the Cabinet Secretary in the development of the Cabinet Operating Guidelines to assist with the ongoing expansion of the department.
7. Manage and maintain a master Action Items Log to be used as a monitoring tool of the Office and update the Log weekly after confirmation of minutes.
8. Assist in providing information on the procedures involved in the conduct of relevant meeting business.
9. Provide support in the development of training material on specified meeting processes.
10. Performs any other duties as required by the Cabinet Secretary or designated officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage your time effectively
2. Develop the trust and support of colleagues and stakeholders
3. Implement change
4. Provide information and advice to others
5. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended and irregular hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration, Economics, Law or Public Administration
- Five (5) years' experience in a management capacity
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the role of Parliament, Cabinet and associates processes and procedures
- Sound knowledge of relevant laws, regulations, policies and procedures
- Ability to maintain strict levels of confidentiality and demonstrate values and principles of integrity
- Good knowledge of protocol procedures
- Excellent interpersonal and organizational skills
- Sound analytical and decision-making skills
- Sound knowledge of the use of standard office equipment and computer applications
- Ability to work under pressure
- Excellent oral and written communication 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: hrcbvi@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.

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.

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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:
Department of Human Resources • E-mail hrbvi@gov.vg