

**Opening Date:** 5 December 2022  
**Closing Date:** 19 December 2022  
**Location:** Tortola  
**Vacancy Notice No.** 114 of 2022  
**Job Classification:** Grade 14  
**Ministry/Department/Unit:** Governor's Office  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$47,371-\$66,468 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Assistant Secretary

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will conduct research in addition to implementing and assisting in the coordination of effective legislation, strategic policies for regional affairs as directed by the Chief of Staff.

### MAIN RESPONSIBILITIES

1. Provides assistance and support to the Chief of Staff in the formulation of policy and administration for the Governor's Office to maintain the efficient delivery of services.
2. Conducts research and assists with policy development, analysis and delivery in line with the requirements of the Governor's Office.
3. Writes numerous correspondences to local and external persons, agencies and departments in order to respond to the needs of the public.
4. Monitors the implementation of the Government Legislative Agenda and strategic management initiatives to ensure that execution of such initiatives is consistent with original objectives.
5. Represents the Governor's Office at meetings, workshops, seminars, conferences and other official functions locally and overseas to ensure presence of the Group and to represent its interests.
6. Assist with screening for Chevening Scholarships to ensure the process runs efficiently.
7. Monitors incoming correspondence to remain current with a wide range of information and to assist with necessary follow-up action.
8. Provides support to government ministries on strategic management to contribute to the overall effectiveness of the Public Service.
9. Manage the appointment process for the relevant service commissions, councils and committees.
10. Serve as Secretary and liaison to committees chaired by the Governor.
11. Performs any other duties as required by the Chief of Staff or other senior officers in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manages time effectively
2. Manage your own resources and professional development
3. Provide leadership in area of responsibility
4. Develop the trust and support of colleagues, stakeholders and line managers
5. Implements change
6. Obtains and analyses information for decision making
7. Provides information and advice to others
8. Assess and develop the performance of team and individuals
9. Ensure health and safety requirements are met in the area

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Five (5) years working experience in a management capacity
- Excellent knowledge of Government structure, policies and procedures
- Excellent 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
- Ability to work well under pressure
- Good supervisory and management 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**  
**2<sup>nd</sup> Floor Simms Building**

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

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.

**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

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.*