

Opening Date: 30 April 2021
Closing Date: 14 May 2021
Location: Tortola
Vacancy Notice No. 12 of 2021
Job Classification: Grade 12
Ministry/Department/Unit: Department of Youth Affairs and Sports
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$38,269-\$41,827 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Senior Programme Manager (Youths)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage the day to day operations of the Department and assist in the development and evaluation of Youth Programmes to ensure that the Youth needs of the Territory are met.

MAIN RESPONSIBILITIES

1. Manage the operations of the Department's Youth Affairs Unit to ensure the effective and efficient operation of the unit in support of the Department's Medium Term Strategy.
2. Assist with the development, review, implementation and evaluation of youth projects, programmes, policies and legislation to ensure the effective and efficient operation of the Department.
3. Provide leadership in area of focus and guide the work of the Department's Programme Officers for the implementation of programmes and projects in line with the Strategic Plan and Implementation Agenda.
4. Conduct research to assist in preparing briefs, concept papers and other documents to support the Department's research function.
5. Identify and collaborate with all stakeholders in the public and private sectors, civil societies and faith-based agencies for the collection and management of data to guide the development, review and implementation of policies, and to assist in adequate budget allocation for youth and sport programmes.
6. Establish and maintain relationships with youth and their networks locally, regionally, and globally to support open communication.
7. Develop and maintain the relevant databases, systems, and website; and the upkeep of the data sets and information feeds.
8. Support the training and sensitization of youth and community partners to support the successful implementation of the Department's programmes and projects.
9. Lead the coordination of youth and community outreach to ensure youth development targets are consistently achieved throughout the Territory.
10. Develop programmes to manage the Youth Centres; and monitor and evaluate each centres' effectiveness.
11. Serve as point of contact to provide advice to management, team members and external clients and stakeholders on various policies, programmes, and projects of the Department.
12. Assists with the preparation of the Department's annual budget so that accurate and realistic goals and constraints are set for the business unit.
13. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the Department.
14. Supervise and direct the work activities of assigned personnel.
15. Coordinate and conduct training of assigned personnel to ensure understanding of policies, processes, procedures and systems.
16. Monitor and evaluate the performance of assigned personnel in accordance with the formal Performance Management Programme; and mentors to support performance improvement where necessary.
17. Perform any other duties as required by the Director of Youth Affairs and Sports or Permanent Secretary to contribute to the effectiveness and efficiency of the Department.

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
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's Degree in Youth Development, Social Sciences, Public Administration or related field
 - Recognised professional certification in related discipline
 - Professional Membership(s) with recognised local, regional, or international youth association or body (optional)
 - Five (5) years' experience in a related area
 - Valid BVI driver's license
 - Excellent knowledge of Government structure, policies and procedures
 - Excellent knowledge of relevant laws, regulations, ordinances, legislation, policies and procedures
 - Good knowledge of the use of standard office equipment and computer applications
 - Excellent leadership and management skills
 - Excellent analytical and decision-making skills
 - Excellent oral and written communication 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
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands**

or by email: hrrdbvi@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.