

Opening Date: 14 May 2018
Closing Date: 28 May 2018
Location: Tortola
Vacancy Notice No. 16/2018
Job Classification: Grade 11
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 **\$34,834 – \$55,040**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Programme Officer (Youths)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the coordination of the Department's youth programmes and initiatives to ensure the successful implementation to support the positive growth and development of the Territory's youth population.

MAIN RESPONSIBILITIES

1. Support the delivery and implementation of the unit's projects and programmes in line with the Department's Medium Term Strategy and approved strategic plan and implementation agenda.
2. Contribute to the development, review, implementation and evaluation of projects, programmes, policies, and legislation to ensure the effective and efficient operation of the Department.
3. Collaborate with key stakeholders and their networks to ensure the effective coordination and delivery of programmes, schedules and relevant events.
4. Assist with educating stakeholders and the general public on the Department's policies, processes, programmes and projects.
5. Assist with the mobilization of resources to support the Department programmes and projects.
6. Assist with developing and maintaining the relevant databases and systems to support the management of relationships with stakeholders.
7. Assist with the preparation of the unit's reports and the management of the unit's data to ensure the effective and efficient operation of the Department.
8. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
9. Provide advice to youth and community partners on the Department's policies, legislation, processes, programmes and projects, and support youth-led agencies in the delivery of their programmes.
10. Perform any other related duties as required by the immediate supervisor or any senior officer in order 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 a Youth Development, Social Sciences or a related field
- Four (4) years' experience in programme planning and implementation
- Professional Membership(s) with recognised local, regional, or international youth association or body (optional)
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, ordinances, legislation, policies and procedures
- Excellent knowledge of youth work administration and development; and programme coordination and administration
- Good knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound oral and written communication skills
- Sound 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.

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.

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.

Agency:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@gov.vg

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.