

Opening Date: 12 January 2022
Closing Date: 26 January 2022
Location: Tortola
Vacancy Notice No. 2 of 2022
Job Classification: Grade 15
Ministry/Department/Unit: Department of Waste Management
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary **\$51,069 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will be responsible for all of the services rendered and to manage the Department to ensure the efficient and effective functioning of the Department of Waste Management.

MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the management of assigned staff.
2. Assists with the administration of human resources functions.
3. Attends meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
4. Coordinates meetings and events, attends, records and reports minutes as required.
5. Manages and trains all staff assigned to the Department of Waste Management to ensure their understanding of the functionality of Government and relevant legislation.
6. Monitors and controls inventory to avoid damage, waste, theft or loss of time.
7. Researches, analyses, prepares reports and provides advice to the Ministry on all matters pertaining to waste management in the British Virgin Islands.
8. Serves as the Accounting Officer.
9. Prepares and manages the Department's Annual Budget.
10. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff.
11. Develops and implements strategic plans for the development of the Department of Waste Management.
12. Keeps abreast of developments in the field of Waste Management.
13. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
14. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manages your own resources, development and networks
2. Obtains and analyse information for critical decision-making
3. Ensures compliance with legal, regulatory, ethical and social requirements
4. Provides leadership and encourage innovation in the organisation
5. Communicates and influence effectively
6. Develops a customer focused organisation
7. Manages organisational challenges
8. Manages change in organisational activities
9. Manages relationships across the organisation
10. Manages financial and physical resources effectively and efficiently, ensuring value for money

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Environmental Engineering or related field
- Seven (7) years in senior management within the Public Service
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of Government budget and accounting procedures
- Excellent knowledge of waste management and environmental services
- Good knowledge of the use of standard office equipment and relevant software applications
- Excellent oral and written communication skills
- Excellent analytical, negotiating, interpersonal and organisational skills
- Excellent research and report-writing skills
- Excellent leadership and management 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: hrdbvi@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.