

**Opening Date:** 10 September 2021  
**Closing Date:** 1 October 2021  
**Location:** Tortola  
**Vacancy Notice No.** 31 of 2021  
**Job Classification:** Grade 13  
**Ministry/Department/Unit:** Social Development Department (Autism Centre)  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$42,486-\$64,875 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Programme Director (Disability Services)

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist provide leadership, operational direction and management for all programme services, develop support staff, systems, policies and procedures, and contribute to the planning and leading change.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Aging and Disability Division through the management of daily operations and programmes, ensuring effective staff development and supervision of assigned staff.
2. Develop and implement recommendations to improve processes, procedures and programmes ensuring that clients receive the necessary support to maximise their independence and support their individual goals.
3. Oversee and maintain systems and records relevant to the Division, ensuring the security of data and ensuring that data is kept up to date so that complete records are available for reference and for statistical purposes.
4. Monitor the programme activities and conduct evaluations to ensure that the programmes are focused on the needs and goals of the clients, and ensure that activities comply with the established legislation, policies and procedures.
5. Provide professional and technical advice on complex programme matters.
6. Assist with the preparation and manage the programme's budget.
7. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
8. Research, analyse and prepare various reports.
9. Attend meetings, workshops and training sessions as instructed to ensure awareness of any changes in policies or procedures relevant to the role.
10. Perform 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. 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
- Clinical environment and interaction with public, patients
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Work or related field
- Five (5) years' experience in social work with management experience
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, policies and regulations
- Excellent knowledge of project management techniques
- Expert knowledge of working with people with disabilities
- Excellent interpersonal skills including counselling and interviewing techniques
- Expert knowledge of curriculum and instructional strategies and research based methods and strategies related to autism
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Excellent oral and written communication skills
- Excellent knowledge of casework management, concepts and procedures
- Excellent analytical and decision-making skills
- Sound 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.

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.

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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrdbvi@gov.vg](mailto: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](http://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](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.*