

**Opening Date:** 9 June 2022  
**Closing Date:** 23 June 2022  
**Location:** Tortola  
**Vacancy Notice No.** 56 of 2022  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Department of Information Technology  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$38,269 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Programmer III

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist with the supervisory and human resource roles, towards developing computer codes to address operational enhancement or inefficiencies, thereby ensuring the department meets its objectives.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operations of the unit and supervision of the assigned staff.
2. Assist with the development of policies, operating standards, protocols and procedures and assist in conducting regular back-ups to ensure policies are adhered to and no data is lost.
3. Design or write program specifications based on consultations with relevant officers as well as design and code layouts for onscreen user interfaces, printed outputs and interfaces with other systems to ensure all the needs of the department are met.
4. Conduct periodic spot checks to ensure the integrity of data entered in applications.
5. Compile code into programs and correct errors detected in the compile process as well as to modify and maintain software programs written by others to ensure no errors exist.
6. Investigate and respond to customer queries, create test transactions and run tests to find errors and confirm program meets specification as well as analysing codes to find causes of errors and revises programs to maintain effective department management.
7. Consult with relevant officers regarding all computer programs and software and convert designs and specifications into computer codes according to programming standards.
8. Prepare relevant reports on the activities of the unit.
9. 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. Manage own resources and professional development
2. Provide leadership in area of responsibility
3. Ensure products and services meet quality requirements
4. Obtain information for decision-making
5. Analyse information

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Computer Science, Information Technology or a related area
- Five (5) years' experience in a related area
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of information systems, users and applications
- Ability to learn a wide range of relevant programming languages and environments
- Excellent knowledge of methods and techniques used in operations
- Excellent knowledge of relevant computer software applications
- Sound knowledge of the use of standard office equipment
- Sound interpersonal and organisational skills
- Excellent analytical and decision-making skills
- Sound oral and written communication skills
- Ability to work well under pressure

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## 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**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

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 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.*