

**Opening Date:** 20 June 2022  
**Closing Date:** 4 July 2022  
**Location:** Tortola  
**Vacancy Notice No.** 59 of 2022  
**Job Classification:** Grade 13  
**Ministry/Department/Unit:** Her Majesty's Prisons  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$42,486-\$50,388 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Deputy Superintendent of Prisons

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist with the oversight of the daily operations of the Prison and ensure proper supervision and custody of prison inmates while assisting with policy development and implementation.

### MAIN RESPONSIBILITIES

1. Assists in ensuring the smooth and efficient operation of the department and the supervision of assigned staff.
2. Coordinates meetings and events; attends, records and reports minutes as required.
3. Assists with the supervision and custody of prison inmates.
4. Assists with the preparation of the department's annual budget.
5. Conducts regular inspections of the entire Prison establishment to ensure that proper standards of health and safety procedures are adhered to.
6. Monitors the calculation of inmates' sentence period.
7. Arbitrates all hearings for inmates regarding disciplinary matters.
8. Assists in long-term strategic planning, which involves liaising with the Judicial Departments and other government departments to aid in the planning and development of the Prison Service.
9. Devises and implements policies regarding security and regime development, and ensure uniformity in regime delivery.
10. Keeps abreast of developments in the field of quality improvement and quality assurance.
11. Maintains records relevant to the Prison and also keeps filing up to date so that complete records are available for reference.
12. Assists with the preparation of the Department's Annual Budget.
13. Assists with the preparation and submission of Performance Planning and Appraisal Report for all staff.
14. Deputises in the absence of the Superintendent of Prison.
15. 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 and professional development
2. Provides leadership in area of responsibility
3. Develops the trust and support of colleagues, stakeholders and line managers
4. Leads, plans and implements change
5. Obtains information for decision making
6. Provides information and advice to others
7. Assesses and develop the performance of team and individuals
8. Ensures health and safety requirements are met in the area

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Prison environment
- Unusual and extended hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Law Enforcement, Business Management, Criminal Justice or related field
- Five (5) years' in senior management position in the field
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of applicable laws, regulations, policies and procedures
- Good knowledge of Government budget and accounting procedures
- 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
- Excellent knowledge of programme development and rehabilitative services
- Excellent knowledge of substance treatment

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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.*