

Opening Date: 6 July 2022
Closing Date: 20 July 2022
Location: Tortola
Vacancy Notice No. 63 of 2022
Job Classification: Grade 14
Ministry/Department/Unit: Department of Labour and Workforce Development
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$47,371-\$57,654 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Deputy Labour Commissioner

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with creation and preservation of an effective and efficient Labour Department and Units through leadership of the Units and through providing support and guidance to Unit Heads and employees.

MAIN RESPONSIBILITIES

1. Receive, record, analyses, investigate and mediate complaints lodged by employees or employers to reach a voluntary settlement.
2. Record the final outcome of each case accurately for future reference.
3. Transmit unsettled disputes to the Labour Commissioner.
4. Manage and maintain systems and reports ensuring security of data.
5. Develop and implement policies and procedures as needed to provide effective and uniform services to internal and external customers.
6. Recruit and screen applicants to fill vacancies and review applications of qualified persons to ensure the best person is recruited.
7. Confer with Unit Officers on matters including placement problems, retention or release of probationary employees, dismissals of BVI Islanders, unresolved disputes, work permit issues and staff issues.
8. Assist with the preparation of the Department's Annual Budget.
9. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
10. Deputise in the absence of the Labour Commissioner.
11. Research, analyse and prepare reports and provide advice.
12. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
13. 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 your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop 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. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Administration, Public Administration or in a related field
- Five (5) to seven (7) years' work experience in a related field
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, procedures and policies
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Expert interpersonal skills including counseling and interviewing techniques
- Ability to work well under pressure
- Excellent leadership 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.
Agency:

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.

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands
or by email: hrcbvi@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.