

Opening Date: 30 June 2022
Closing Date: 14 July 2022
Location: Tortola
Vacancy Notice No. 64 of 2022
Job Classification: Grade 11
Ministry/Department/Unit: Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$34,634-\$36,782 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Truancy Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will investigate reports of truancy, monitor and identifies students who are being truant.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the truancy section and supervision of assigned staff.
2. Make frequent visits to communities or businesses to ensure that children of compulsory school age are not employed or idly congregated in communities during school hours and report any unusual activities that may occur during truancy checks to the Chief Education Officer.
3. Maintain regular contact with relevant authorities and agencies to detect students who are being truant
4. Liaise with the principals on a daily basis to determine if students were suspended from school.
5. Liaise with the courts to follow-up on students in trouble with the law.
6. Monitor the activities of students who were suspended from schools, or who were arrested and charged with felonies.
7. Liaise with relevant authorities and agencies to improve school attendance and to implement early intervention services.
8. Send written notices to parents and school principals informing them of absenteeism and the implications.
9. Submit monthly reports to the Chief Education Officer.
10. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the control of resources
4. Manage self to set an example to staff
5. Maintain work activities to meet requirements including quality
6. Consider opportunities for change

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in social work, psychology, education, counselling or related field
- Four (4) years' experience in youth work, mediation negotiation and conflict resolution
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, procedures and policies
- Excellent knowledge of effective structure and functioning of Education systems
- Good interpersonal and organisational skills
- Sound analytical and decision-making skills
- Sound knowledge of the use of standard office equipment and related computer applications
- Sound oral and written communication 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: hrcbvi@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.