

Opening Date: 12 April 2021
Closing Date: 26 April 2021
Location: Tortola
Vacancy Notice No. 6 of 2021 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 14
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$47,371- \$56,185** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Deputy Director
(Architecture)
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist the Director in planning, organizing and directing the activities of assigned divisions. Assists other ministries and Departments on relevant matters. Ensures technical outputs of the sections are executed according to established procedures and guidelines.

MAIN RESPONSIBILITIES

1. Assist the Director with planning, developing and implementing Government projects in order to contribute to the effective management of the department.
2. Assist with coordinating technical and feasibility studies undertaken by the Department.
3. Assist with the management of the day-to-day activities of the Department to ensure that work is carried out in a timely manner, as well as monitoring the efficient use of resources.
4. Prepare reports on projects supervised by the Department to provide substantive data measuring performance on an ongoing basis.
5. Represent the Director at various meetings to ensure representation of the department and its interests.
6. Assist with the development of training programmes for assigned division to aid the professional development of the department's staff.
7. Draft memorandums, letters, Cabinet papers and other correspondences as required, ensuring the consistency and accuracy of external correspondence.
8. Act in the absence of the Director.
9. Assist with the preparation of the Department's Annual Budget.
10. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
11. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
12. Execute projects in accordance with the industry standards.
13. Prepare designs and construction documents for government ministries and departments.
14. Prepare briefs for consulting engineers and architects and monitor their services.
15. Supervise construction projects as required.
16. 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. Manages own resources and professional development
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Analyses information
5. Provides information and advice to others
6. Allocates work to teams and individuals

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Outdoor environment
- Construction environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's Degree in Architecture or related area
 - Seven (7) years' experience in related area
 - Excellent knowledge of Government structure, policies and procedures
 - Sound knowledge of the use of standard office equipment and relevant computer applications
 - Sound knowledge of accessibility guidelines and sustainable development principles
 - Excellent knowledge of relevant computer software applications, including REVIT, AutoCAD
 - Excellent research, analytical and decision making skills
 - Excellent knowledge of applicable policies, regulations and laws
 - Sound interpersonal and organisational skills
 - Sound oral and written communication skills
 - Excellent supervisory and management skills
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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
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands**

or by email: hrrdbvi@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.