

**Opening Date:** 10 August 2022  
**Closing Date:** 24 August 2022  
**Location:** Tortola  
**Vacancy Notice No.** 80 of 2022  
**Job Classification:** Grade 9  
**Ministry/Department/Unit:** Department of Trade, Investment, Promotion & Consumer Affairs  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$28,818 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Trade Licensing Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will process all trade licences by analysing and making recommendations as to the viability of application.

### MAIN RESPONSIBILITIES

1. Processes Trade Licence application (analyse, interview, investigate, recommend, etc.)
2. Reviews, researches and provides background for all new application for trade licences for considerations.
3. Ensures that all businesses operate within the provision of the Business Profession and Trade Licences Act (Cap200).
4. Maintains open lines of communication with other Government agencies to ensure business operates within their specific requirements.
5. Attends meetings, workshops and training sessions as instructed to ensure awareness of any changes in policies or procedures which may be relevant to the role.
6. Performs any other related duties as required by Supervisor or any 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. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Provide leadership in your area of responsibility
5. Develop the trust and support of colleagues and stakeholders
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- One (1) to two (2) years working experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable laws, regulations and policies
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational 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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@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.*