

Opening Date: 30 July 2015
Closing Date: 28 August 2015
Location: Tortola
Vacancy Notice No. 83/2015
Job Classification: Grade 08
Ministry/Department/Unit: BVI Post
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Entry level salary starts from \$26,492 – \$42,091.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Senior Branch Postmaster

Government of the Virgin Islands



ROLE SUMMARY The successful applicant will supervise the running of the postal branch in an effective and efficient manner in order to meet the postal needs of the Territory.

- MAIN RESPONSIBILITIES**
1. Ensure the smooth and efficient operation of the branch and supervision of assigned staff.
 2. Perform weekly audits and deposits of all revenue collected and render monthly accounts in order to maintain effective running of the branch
 3. Assist in customer surveys and respond to customers' inquiries in order to maintain a good level of customer service.
 4. Sell stamps to vendors daily and distribute stamps to counter clerks weekly in order to maintain to meet the postal needs of the Territory.
 5. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

- BEHAVIOURAL COMPETENCIES**
1. Manage time to meet personal objectives
 2. Gain the trust and support of your manager
 3. Contribute to the effective use of resources
 4. Manage self to set an example
 5. Maintain work activities to meet requirements including quality
 6. Inform and advise others

- WORKING CONDITIONS/ ENVIRONMENTAL FACTORS**
- Normal office environment
 - Fieldwork

- MINIMUM QUALIFICATIONS AND EXPERIENCE**
- Bachelor's Degree in Business Administration, Management or related field
 - Two (2) years working experience in a related area
 - Sound knowledge of Government structure, policies and procedures
 - Sound knowledge of relevant laws, regulations and policies
 - Sound knowledge of the use of standard office equipment
 - Working knowledge of relevant computer software applications
 - Sound interpersonal and organisational skills
 - Sound oral and written communication skills
 - Ability to work well under pressure
 - Sound supervisory skills

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
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.

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.