

**Opening Date:** 15 September 2022  
**Closing Date:** 29 September 2022  
**Location:** Tortola  
**Vacancy Notice No.** 95 of 2022  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Public works Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$38,269 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Senior Assistant Human Resources Manager

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide assistance to the Public Works Department to ensure all HR related matters are dealt with professionally and in a timely manner.

### MAIN RESPONSIBILITIES

1. Assist with ensuring the smooth and efficient operation of the Human Resources Unit through management of daily operations and supervision of staff.
2. Prepare correspondence, periodic reports and various documents on human resources activities (including monthly leave reports).
3. Assist in the administration and completion of the appraisal process, promoting a positive attitude, from objective setting to monitoring performance of employees.
4. Administer recruitment to ensure the best candidate is employed and assist with the thorough on-boarding of new employees.
5. Coordinate and deliver staff development / training and workshops to ensure employees obtain up-to-date knowledge. Schedule, organise and prepare material and minute departmental meetings to ensure accurate and timely preparation of documentation.
6. Provide up-to-date advice on HR related matters, procedures and regulations, including succession planning, promotions, acting appointments etc., to internal and external clients to ensure all queries are handled in a professional and timely manner.
7. Conduct investigations regarding issues of staff disputes, grievances and misconduct.
8. Research and prepare documentation to advise the relevant Commission.
9. Interpret applicable legislation regarding salaries and allowances entitlements and examine personnel files to determine employment status, ensuring accurate payments are made and administer salary administration to ensure accurate credits, deductions and payments are administered on time.
10. Provide general counselling to employees regarding employment matters and arrange for referrals to EAP as required.
11. Administer and maintain systems ensuring security of confidential personnel data and assist with maintaining and up to date electronic database of existing employees' profile using the payroll system.
12. Liaise with the relevant ministries, departments and other agencies to obtain advice to resolve complex matters.
13. 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 own resources and professional development
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Analyse information
6. Provide information and advice to others

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Administration/Management or related field
- Three (3) years working experience in related field
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of JD Edwards Accounting Software
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Sound record management skills
- Excellent interpersonal and organisational skills
- Excellent oral and written communication skills
- Ability to work well under pressure
- Sound supervisory 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:

**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: [hrdbvi@gov.vg](mailto:hrdbvi@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.*