

**Opening Date:** 26 April 2021  
**Closing Date:** 10 May 2021  
**Location:** Tortola  
**Vacancy Notice No.** 9 of 2021  
**Job Classification:** Grade 17  
**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 **\$62,900 – \$66,800 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Deputy Secretary

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide advice, assistance, and administrative support to the Permanent Secretary in formulation of policy for the Ministry and its Departments, and Government. Conducts research, develops policy proposals, liaises with Ministries and Departments on a wide range of issues and leads a variety of special projects.

### MAIN RESPONSIBILITIES

1. Provides assistance and support to the Permanent Secretary and the Minister in the formulation of policy and administration of the Ministry and its departments to maintain the efficient delivery of services.
2. Conducts research and assist with policy development, analysis and delivery in line with the requirements of the Ministry.
3. Prepares Cabinet Papers, speeches, and statements for the Minister, press releases, and answers to House of
4. Assembly questions as required to assist the Minister.
5. Writes numerous correspondences to local and external persons, agencies and departments in order to respond to the needs of the public.
6. Serves as desk/liaison officer for the Ministry to improve overall efficiency.
7. Serves on various committees/focus groups in order to fulfil the coordinating functions of the Ministry.
8. Monitors the implementation of the Government Legislative Agenda and strategic management initiatives.
9. Monitors incoming correspondence to remain current with a wide range of information and to assist with necessary follow-up action.
10. Provides support to government ministries on strategic management to contribute to the overall effectiveness of the Public Service.
11. Deputises in the absence of the Permanent Secretary.
12. Assists with the preparation of the Ministry's Annual Budget.
13. Assists with the preparation and submission of Performance Planning and Appraisal Report for staff.
14. Performs any other duties as required by the Supervisor in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manage your own resources, development and networks
2. Obtain and analyse information for critical decision-making
3. Ensure compliance with legal, regulatory, ethical and social requirements
4. Provide leadership and encourage innovation in the organisation
5. Communicate and influence effectively
6. Develop a customer focused organization
7. Manage organisational challenges
8. Manage change in organisational activities

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Public or Business Administration or equivalent
- Five (5) to seven (7) years' experience in senior management or Head of Department in the Public Service
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, procedures and policies
- Good knowledge of Government budget and accounting procedures
- Excellent oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure
- 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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrrbvi@gov.vg](mailto:hrrbvi@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.*