

Opening Date: 31 July 2019
Closing Date: 14 August 2019
Location: Tortola
Vacancy Notice No. GG/10/ 2019
Job Classification: Grade 7
Ministry/Department/Unit: Civil Registry and Passport Office
Position Details: One year probationary period
Established position
Full-time
Employment Type: Full-time
Remuneration/Benefits: Salary \$26,003.00 per annum. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Senior Executive Officer (Records Management and Genealogy)



ROLE SUMMARY

The successful applicant will provide professional and executive support in the administration of the departments programmes, and to support the department's management team in the delivery of efficient and effective services.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support and the supervision of assigned staff.
2. Provide professional frontline service to clients.
3. Schedule and attend meetings, record and report minutes as required.
4. Draft, type and proof-read various documents ensuring accuracy.
5. Administer and maintain systems and records ensuring the security of data.
6. Provide research support as required.
6. Assist with the management of records within the Civil Registry & Passport Office, in accordance with the government's records policy and guidelines.
7. Assist with the organisation and delivery of genealogy services to ensure the accessibility of genealogical data.
8. Assist with training the department's team on the records management procedures and protocols to ensure the proper management of the department information and records.
9. Assist with the screening and processing of applications to ensure that applicants and sponsors are interviewed where necessary and identifying applications to be forwarded to the Compliance and Fraud Unit, for further review.
10. Assist the Visa Unit by liaising with various High Commissions and Embassies, on all matters relating to visas to ensure the accurate and timely processing of visa applications.
11. Assist with the maintenance of visa records on the Civil Registry Information System (CIRS) to ensure the accurate maintenance of information and data.
12. Assist with the preparation of daily and monthly reports for the submission to the Registrar General.
13. 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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Public Administration, Business Administration, Management or related field
- Three (3) years working experience in a related area
- Typing speed 45-55 wpm
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Sound supervisory skills
- Ability to work 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:

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

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

**Permanent Secretary
Deputy Governor's Office
Road Town, Tortola VG 1110
British Virgin Islands**
Or by email: hrdeployment@gov.vg

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.