

**Opening Date:** 31 July 2019  
**Closing Date:** 14 August 2019  
**Location:** Tortola  
**Vacancy Notice No.** GG/11/ 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 (Nationality)

Government of the Virgin Islands



### 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.
7. Assist with the update and development of modules within the Civil Registry Information System (CRIS), to enhance the efficiency of services.
8. Assist with the maintenance of all electronic systems and equipment within the department by liaising with DoIT, external developers and technicians to ensure proper functionality.
9. Assist with maintaining the Department's social media presence through the direct management of the department's Facebook page to ensure the timely flow of information to the public.
10. Assist with the screening of applications for naturalization and registration for the submission to the Registrar General for further processing.
11. Assist with the organizing citizenship ceremonies by contracting recipients, drafting programme, preparing oaths, congratulatory packages, invitations etc. to ensure success of ceremonies.
12. Assist with conducting interviews for naturalization and registration to ensure applicants meet the necessary requirements in accordance with the British Nationality Act, 1981.
13. Assist with the preparation of certified copies of nationality certificates.
14. Assist with the processing of applications for British Citizenship & the Biometric Enrollment Process.
15. Assist with the preparation of daily and monthly reports for the submission to the Registrar General.
16. 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

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.

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:

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