

Opening Date: 11 December 2015
Closing Date: 25 December 2015
Location: Tortola
Vacancy Notice No. MOF/08/2015
Job Classification: Grade 7
Ministry/Department/Unit: BVI Post
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$24,485 – \$38,906.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Postal Executive

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will development and monitor the activities of the branch with particular focus on sales and revenues in order to maintain the effective running of postal branches which meet the needs of the Territory.

MAIN RESPONSIBILITIES

1. Develop a business plan and advise of methods to minimise shrinkage by maintaining accurate records of stock levels, maintaining accurate pricing structures, setting revenue targets, and conducting continuous market research to determine improvements or new products and services to ensure effective operation of the branch.
2. Audit weekly counter balances, monitor the computerised counter system, verify collection of revenue and prepare deposits, accept mail deposited of revenue from various sales transactions and make timely deposits for posting and dispatching in order to maintain accurate records of balances and deposits.
3. Prepare relevant reports on the activities of the unit.
4. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's degree in General Studies, Business Administration or a related area
- Three (3) years working experience
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Good knowledge of postal operations and regulations
- Good knowledge of sales and marketing techniques
- Good time management and organisational skills
- Good oral and written communication skills
- Good interpersonal skills and ability to work as a team player

HOW TO APPLY

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

Agency:

Financial Secretary
Ministry of Finance
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

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.