

**Opening Date:** 11 February 2019  
**Closing Date:** 25 February 2019  
**Location:** Tortola  
**Vacancy Notice No.:** 15 of 2019  
**Job Classification:** Grade 17  
**Ministry/Department/Unit:** Land Registry Department  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$62,900 - \$92,150.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE Chief Registrar of Lands

Government of the Virgin Islands



## ROLE SUMMARY

The successful applicant will manage and undertake the quasi-judicial functions of the department to ensure the effective and efficient functioning of the Land Registry.

## MAIN RESPONSIBILITIES

1. Manage the activities of the Land Registry and supervises and trains to ensure the efficient and effective administration of land matters generally.
2. Act in a quasi-judicial function and prepare and draft legal and legislative proposals relating to land matters to ensure that matters are dealt with as mandated under the Registered Act.
3. Prepare relevant reports on the activities of the Department.
4. Serve as the Accounting Officer for the Department.
5. Prepare and manage the Department's Annual Budget.
6. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff in the Department.
7. Develop and implement strategic plans.
8. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
9. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

## BEHAVIOURAL COMPETENCIES

1. Manage organisational challenges
2. Manage change in organisational activities
3. Manage relationships across the organisation
4. Provide leadership for the organisation
5. Encourage innovation in the organisation
6. Obtain and analyse information for critical decision-making
7. Communicate and influence effectively
8. Ensure compliance with legal, regulatory, ethical and social requirements
9. Manage your own resources, development and networks
10. Manage financial and physical resources effectively and efficiently, ensuring value for money

## WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Law Degree
- Bar Professional Training Course Certificate (BPTC)
- Admitted to the BVI Bar or imminent Call or other common law Bar qualifications
- Seven (7) years' experience in Land Law matters and in Common Law Practice in the legal system of the BVI
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of and experience in Court proceedings
- Expert knowledge of applicable policies, regulations, laws and ordinances
- Excellent knowledge of the Cadastral mapping system
- Ability to interpret legislation
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent oral and written communication skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure
- Excellent leadership 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  
Road Town, Tortola VG 1110**

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

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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

**British Virgin Islands**

Or by email: [hrdeployment@gov.vg](mailto:hrdeployment@gov.vg)

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.*