

Opening Date: 18 March 2019
Closing Date: 01 April 2019
Location: Tortola
Vacancy Notice No. 28 of 2019
Job Classification: Grade 14
Ministry/Department/Unit: Water and Sewerage Department
Position Details: One year probationary period
 Established position
 Full-time
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$47,371 – \$75,282**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Deputy Director (Water Services)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist the Director in planning, organising and directing the activities of water services. Assists other ministries and Departments on relevant matters. Ensures technical outputs of the sections are executed according to established procedures and guidelines.

MAIN RESPONSIBILITIES

1. Assist the Director with planning, developing and implementing Government projects in order to contribute to the effective management of the department.
2. Assist with coordinating technical and feasibility studies undertaken by the Department.
3. Assist with the management of the day-to-day activities of the Department to ensure that work is carried out in a timely manner, as well as monitoring the efficient use of resources.
4. Prepare monthly and quarterly reports on projects supervised by the Department to provide substantive data measuring performance on an ongoing basis.
5. Represent the Director at various meetings to ensure representation of the department and its interests.
6. Assist with the development of training programmes for assigned division to aid the professional development of the department's staff.
7. Draft memorandums, letters, Cabinet papers and other correspondences as required, ensuring the consistency and accuracy of external correspondence.
8. Deputise in the absence of the Director.
9. Assist with the preparation of the Department's Annual Budget.
10. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
11. Research, analyse and prepare reports and provide advice.
12. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
13. Assist the Director in policy development, strategic planning, technical and operational responsibilities.
14. Evaluate the effectiveness of work being done and makes recommendations to the Director.
15. 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 your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Lead, plan and implement change
5. Obtain information for decision making
6. Provide information and advice to others
7. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree Business Administration, Civil, Mechanical or Environmental Engineering or a related field
- Five (5) years' experience in related area and two years managerial and administrative experience
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations and policies
- Sound knowledge of quality improvement processes
- Excellent knowledge of project management practices
- Excellent planning and managerial skills
- Sound knowledge of relevant computer software applications
- Excellent analytical and decision-making skills
- Good oral and written communication skills
- Good interpersonal skills and the ability to establish and maintain cooperative and effective working relationship
- Good supervisory skills

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:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands
Or by email: hrdeployment@gov.vg

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 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.