

**Opening Date:** 23 February 2018  
**Closing Date:** 9 March 2018  
**Location:** Tortola  
**Vacancy Notice No.** 08/2018  
**Job Classification:** Grade 17  
**Ministry/Department/Unit:** Public Works 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

### Director of Public Works

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will provide leadership and guidance in all aspects of the day to day activities of the Department. Manages the budget and expenditure. Plans, develops and implements Government projects.

#### MAIN RESPONSIBILITIES

1. Serve as chief advisor to the Government on matters relating to the department so that specialist, expert advice is available for the Government to call upon.
2. Develop and present a reform strategy for the modernization of the Department in line with successful industry models, to streamline and improve its internal processes, as well as the public/private sector interface necessary for its continued effectiveness. Oversees the development of a succession plan for the Department.
3. Exercise general supervision over professional, supervisory and technical staff. Confer with and advise the Deputy Director and division heads on problems relating to the activities and their divisions in order to resolve issues in a timely and amicable fashion.
4. Plan, develop and oversee implementation of projects. Coordinate activities with other departments and outside agencies, as necessary in order to contribute to the effective management of the department.
5. Oversee the review process for compliance with contract requirements, development standards and other regulations and standards accordingly.
6. Investigate and recommend changes to policies, legislation and service delivery that would enhance the functioning of the department.
7. Consult with staff on grievances, conflicts, and other personnel matters. In collaboration with the any relevant Human Resources staff, approves the selection of the employees within the Department in order to maintain a dynamic and appropriate workforce.
8. Evaluate the work of division heads and support staff; identify training needs; provide counseling as needed. Counsel employees on performance and adjust assignments and training for developmental purposes to aid with the professional development of staff within the department.
9. Review operations or programs to ascertain whether results are consistent with established objectives and goals, and whether government operations or programmes are being carried out as planned to ensure continuous review that operations and projects will result in the intended outcome efficiently.
10. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
11. Serve as the Accounting Officer for the Department.
12. Prepare and manage the Department's Annual Budget.
13. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
14. Develop and implement strategic plans.
15. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
16. Performs 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
- Outdoor environment

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**MINIMUM  
QUALIFICATIONS AND  
EXPERIENCE**

- Master's Degree Business Administration, Civil or Mechanical Engineering or a related field
  - Seven(7) years' experience in related area
  - Excellent knowledge of Government structure, policies and procedures
  - Excellent knowledge of relevant laws, regulations and policies
  - Excellent planning skills
  - Sound knowledge of relevant computer software applications
  - Excellent analytical and decision-making skills
  - Sound oral and written communication skills
  - Sound interpersonal skills and the ability to work as a team player
  - Excellent supervisory and managerial skills
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**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  
Central Administration Complex  
Road Town, Tortola VG 1110  
British Virgin Islands**

Or by email: [hldbvi@gov.vg](mailto:hldbvi@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.*