

**Opening Date:** 16 March 2017  
**Closing Date:** 30 March 2017  
**Location:** Tortola  
**Vacancy Notice No.** 13/2017  
**Job Classification:** Grade 11  
**Ministry/Department/Unit:** Adina Donovan Home for the Elderly  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$34,634 – \$55,040.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Assistant Manager

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will assist with the management of the functions of the department to ensure the effective and efficient functioning of the Adina Donovan Home.

#### MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the supervision of assigned staff.
2. Assists with the administration of human resources functions.
3. Assists in undertaking the functions of the Adina Donovan Home in order to maintain the efficient delivery of services.
4. Assists in managing and training staff assigned to the Adina Donovan Home to ensure their understanding of the functionality of Government and relevant legislation.
5. Assists with the preparation of the Department's Annual Budget.
6. Assists with the preparation and submission of Performance Planning and Appraisal Report for staff.
7. Researches, analyses and prepares reports and provides advice.
8. Deputises in the absence of the Manager.
9. Attends meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
10. Keeps abreast of developments in the field of quality improvement and quality assurance.
11. 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 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

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Domestic Environment
- Clinical Environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Public Health Administration or related field
- Four (4) years in senior management within the Public Service
- Registered Nurse
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable laws, regulations, policies and procedures
- Good knowledge of Government budget and accounting procedures
- Excellent knowledge of nursing procedures and practices and their application in caring for the elderly resident.
- Excellent knowledge of health policy, nursing education and administration.
- Good knowledge of the use of standard office equipment and relevant software applications
- Excellent oral and written communication skills
- Excellent analytical, negotiating, interpersonal and organisational skills
- Excellent research and report-writing skills
- Excellent leadership and management skills
- Ability to work well under pressure

#### 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**

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

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 [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

**British Virgin Islands**  
Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

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.*