

Opening Date: 16 March 2017
Closing Date: 30 March 2017
Location: Tortola
Vacancy Notice No. 16/2017
Job Classification: Grade 09
Ministry/Department/Unit: Town and Country Planning
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$28,818 – \$45,785.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Physical Planner I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist in monitoring development activities in the Territory to ensure orderly and sustainable development of the community.

MAIN RESPONSIBILITIES

1. Assist in (and occasionally lead) multidisciplinary teams in research tasks as well as in field surveys and accurately record the data using GPS and/or manual means in order to support the activities of the Section.
2. Provide planning advice to government agencies and the public to promote sustainable development practices.
3. Report and coordinate the presentation of statistical data in order for effective information flow.
4. Provide assistance on environmentally sensitive projects as defined by the Physical Planning Act, 2004, including but not limited to, reviewing Impact Assessments and associated documents, conducting site visits and environmental monitoring in order to promote environmentally responsible development.
5. Deputise in the absence of the Physical Planner II.
6. Organise multi-disciplinary site visits to review progress on projects.
7. Liaise with other Departments and Agencies to request input on planning matters and to ensure that a comprehensive view from Government is provided and then assembled.
8. Attend meetings, workshops and training sessions as instructed to ensure awareness of change in policies or procedures which may be relevant to the role.
9. Assist with preparing development plans and policies for the Territory to ensure orderly and sustainable development.
10. Undertake development and/or environmental projects (report writing, assessments, concepts, designs, site visits etc).
11. 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 Unit.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Provide leadership in your area of responsibility
5. Develop the trust and support of colleagues and stakeholders
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Urban and Regional Planning or related area
- One (1) to two (2) years working experience in planning practice or related area
- Good knowledge of Government structure, policies and procedures
- Good knowledge of surveys, data collection, and statistical manipulation
- Good knowledge of urban design and GIS/AutoCAD skills
- Good knowledge of the planning laws governing the BVI, development planning, development control and enforcement processes
- Ability to present findings of research logically and write reports
- Ability to liaise with the public and consultants on questions of development control and development planning
- Good knowledge of the use of standard office equipment
- Good time management and organisational skills
- Good oral and written communication skills
- Good interpersonal skills and the ability to work as a team player

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:

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

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

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

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.