

Opening Date: 6 April 2017
Closing Date: 21 April 2017
Location: Tortola
Vacancy Notice No. 24/2017
Job Classification: Grade 13
Ministry/Department/Unit: Ministry of Education and Culture
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$42,486 – \$67,509.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Education Officer II
(Social Studies)
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will organise and supervise the assigned educational area/discipline to ensure that the development and educational needs of students are met throughout the Territory in accordance with the required policies and procedures.

MAIN RESPONSIBILITIES

1. Plan and execute the Department's work related to the assigned educational area/discipline.
2. Develop, implement, monitor/review and revise the respective curriculum or programme in the assigned subject area/discipline.
3. Identify, supervise, evaluate and maintain best practices in the assigned educational area/discipline and make recommendations for improvements.
4. Research, analyse and prepare various reports and reports on best practices within the assigned area/discipline and provide advice to the appropriate/relevant stakeholders.
5. Draft and type correspondence and proof-read various documents ensuring accuracy.
6. Collect, analyse and collate data as required for department reports and other agencies in order for data be used to monitor and improve learning and instructional effectiveness.
7. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
8. Liaise and advise the necessary bodies, represent the department at events and meetings as necessary.
9. Organise and coordinate seminars, conferences, meetings and professional development events and activities; attend and ensure that minutes are recorded and reported.
10. Review the relevant curricula with teachers and supervise the teaching of subjects under the assigned area/discipline.
11. Monitor/inspect the relevant educational facilities and provide advice on the effective administration of the facilities in order to maintain the required standards.
12. Recommend necessary resources, procure and ensure the dissemination, as required.
13. 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 time effectively
2. Manage your own resources and professional development
3. Provide leadership in area of responsibility
4. Develop the trust and support of colleagues, stakeholders and line managers
5. Implement change
6. Obtain and analyse information for decision making
7. Provide information and advice to others
8. Assess and develop the performance of team and individuals
9. Ensure health and safety requirements are met in the area

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's degree in Education Management or in a related area/discipline
- Certificate in Education
- Six (6) years' experience working in the respective subject area/discipline and/or in a supervisory capacity
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations, procedures and policies
- Sound knowledge of effective structure and functioning of Education systems
- Sound knowledge of the assigned educational area/discipline
- Excellent oral and written communication skills
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure
- Sound supervisory experience

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.

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 hrd@bvi.gov.vg

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: hrdbvi@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.