

Opening Date: 19 June 2018
Closing Date: 3 July 2018
Location: Tortola
Vacancy Notice No. 24/2018
Job Classification: Grade 10
Ministry/Department/Unit: Ministry of Education and Culture
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$31,523 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Guidance Officer I/II/III

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist in the academic, personal, and social development of all students in the Virgin Islands educational system.

MAIN RESPONSIBILITIES

1. Assists with the orientation of students to the school community, providing them with the necessary help for proper adjustment.
2. Assists with providing leadership in developing programmes for children including those with special needs.
3. Assists with providing individual and group counselling for students, and works with students with behavioural problems.
4. Assists with establishing and maintaining students' records as applied to guidance and counselling activities.
5. Assists with providing activities and information to students to help with the transition from primary to secondary schools, or at alternative option.
6. Assists with the setting up and running of clubs and social outreach programmes for the personal and social development.
7. Consults with teachers and principals on matters pertaining to students.
8. Assists with the development of career guidance programmes and guidance related activities; preventative, developmental and skill programmes for students.
9. Communicates with the Education Officer responsible for guidance and counselling regarding the guidance programme in the school and referral issues.
10. Works in remediation and crisis intervention programmes.
11. Assists with coordinating parenting education seminars.
12. 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. Manage self to model behaviour in meeting organizational 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

- Master's Degree in psychology, counselling, social work or related field
- Three (3) years working experience in the area of counselling
- Good knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Sound knowledge of Behavioural Science and Child Development
- Sound knowledge of remedial and crisis intervention programmes and techniques
- Sound knowledge of individual and group counselling techniques
- Sound knowledge of psychological diagnostic tools
- 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
Road Town, Tortola VG 1110

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

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.

British Virgin Islands
Or by email: hrdbvi@gov.vg

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.