

JOB VACANCY NOTICE
Deputy Financial Secretary
(Economics)
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



Opening Date: 18 September 2018
Closing Date: 2 October 2018
Location: Tortola
Vacancy Notice No. 40/2018 – **INTERNAL APPLICANTS ONLY**
Job Classification: Grade 18
Ministry/Department/Unit: Ministry of Finance
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$68,764 – \$100,744**. Salary is commensurate with relevant qualifications and experience.

ROLE SUMMARY

The successful applicant will advise the Financial Secretary of all matters pertaining to finance and general economic policy.

MAIN RESPONSIBILITIES

1. Initiate and coordinate the development of policies, plans and programmes for the economic and social development of the Territory.
2. Ensure that legislation under this Ministry is reviewed and upgraded periodically so that legislation is always consistent, up-to-date, and current.
3. Research, analyse, prepare reports and provide advice on major issues relating to economic and social policy and national development issues.
4. Assist with the preparation of the Ministry's Annual Budget.
5. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff.
6. Deputise in the absence of the Financial Secretary.
7. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
8. Coordinate and monitor national and sectorial development planning to facilitate consistent and efficient implementation of projects and programmes and evaluate ongoing programmes.
9. Assist with the implementation of the Government's Public Finance Management Reform Strategy focusing on: developing a policy-based budget; improving collection and quality of financial; accounting and economic data; producing an enhanced institutional framework and improving fiscal and financial management systems.
10. Provide advice on the Government's Debt Management Policy and oversee the formulation and implementation of the debt management function.
11. Oversee the development of forecasts and fiscal targets for Government revenues, expenditures and debt.
12. Oversee the development and monitor the performance of the Medium-Term Fiscal Plan for the Government and provide advice on the fiscal outlook.
13. Advise the Financial Secretary on Fiscal Strategy options and recommend policy actions ensure fiscal stability.
14. Advise on current economic conditions and the outlook for the economy including external economic issues.
15. Assist revenue generating departments in the development of policies to ensure that the Government derives balanced and equitable revenue from a variety of sources.
16. Perform any other duties as required by the Financial Secretary in accordance with established policies as they relate to financial administration and management.

**BEHAVIOURAL
COMPETENCIES**

1. Manage organisational challenges
2. Manage change in organisational activities
3. Manage relationships across the organization
4. Provide leadership for the organization
5. Encourage innovation in the organization
6. Obtain and analyse information for critical decision-making
7. Communicate and influence effectively
8. Ensure compliance with legal, regulatory, ethical and social requirements

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Extended working hours

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Master's Degree in Accounting, Finance or related field
- Eight (8) years managerial experience in Public Finance or related field
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge in management, finance, accounting, economics and planning statistics
- Excellent knowledge of relevant laws, policies and regulations
- Excellent knowledge of budgeting, international marketing and foreign policy

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.

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- Excellent knowledge of relevant financial software packages and computer applications including electronic spreadsheet, database and graphics
 - Expert analytical, negotiating, interpersonal and organisational skills
 - Excellent research and report-writing skills
 - Sound knowledge of the use of standard office equipment
 - Excellent oral and written communication skills
 - Ability to work well under pressure
 - Excellent leadership and management 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
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrgbvi@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.