

JOB VACANCY NOTICE

Deputy Chief Information Officer



Government of the Virgin Islands

Opening Date: 21 July 2017
Closing Date: 04 August 2017
Location: Tortola
Vacancy Notice No. 45/2017
Job Classification: Grade 12
Ministry/Department/Unit: Department of Information and Public Relations
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$38,269 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

ROLE SUMMARY

The successful applicant will assist with the management of the Department and Public Relation campaigns to ensure departmental goals and objectives are met in a timely and professional manner.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Department and supervision of assigned staff.
2. Perform the human resources functions of the Department.
3. Assist the Chief Information Officer in advising on best practices to ensure that public relations campaigns are implemented and executed professionally.
4. Design and deliver Public Relations campaigns and activities in support of the Department's mission and subjects.
5. 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
6. Prepare relevant reports on activities of the assigned area.
7. Assists with the preparation and submission of Performance Planning and Appraisal Report for staff.
8. Deputise in the absence of the Chief Information Officer.
9. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
10. 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. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Mass Communications, Public Relations or related field
- Three (3) to five (5) years' experience in a related area
- Excellent knowledge of Government structure, policies and procedures
- Sound knowledge of relevant regulations, laws and policies
- Sound knowledge of Mass and Media Communications
- Sound knowledge of the use of computer equipment and relevant computer applications
- Sound knowledge of all media equipment
- Excellent oral and written communication skills
- Excellent organisational and interpersonal skills
- Excellent supervisory and management skills

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
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.