

**Opening Date:** 18 September 2018  
**Closing Date:** 2 October 2018  
**Location:** Tortola  
**Vacancy Notice No.** 45/2018  
**Job Classification:** Grade 14  
**Ministry/Department/Unit:** Deputy Governor's Office  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$47,371 – \$75,282**. Salary is commensurate with relevant qualifications and experience.

**JOB VACANCY NOTICE**  
**Sister Islands Programme**  
**Coordinator**  
Government of the Virgin Islands



**ROLE SUMMARY**

The successful applicant will serve as itinerant Administrator for the Sister Islands and to monitor, promote and facilitate the execution of projects designed to bring about sustained improvement in the quantity, quality and delivery of Government services.

**MAIN RESPONSIBILITIES**

1. Serve as itinerant Administrator for the Sister Islands and as a Liaison Officer between the Office of the Deputy Governor and the District Officers to ensure efficient and effective communication and coordination of activities.
2. Serve as Commissioner of Oaths for the Sister Islands to ensure the duties of this role are carried out in a timely and professional manner.
3. Supervise the work of, as well as provide leadership and information to District Officers assigned to Sister Islands, in order to monitor compliance with ordinances, policies, rules and regulations. Evaluate their work and counsel on ways to improve service delivery and performance to ensure work is of an acceptable standard and resources are used efficiently.
4. Make recommendations for programs and projects to improve the delivery of services to Sister Islands to ensure an acceptable standard of living.
5. Coordinate activities with Ministries and outside agencies to ensure effective communication.
6. Prepare the following reports and written communication for management information purposes:
  - a. Quarterly progress reports and status reports for the Sister Islands Coordinating Committee and Cabinet
  - b. Prepare Cabinet papers (undertake necessary follow-up action)
  - c. Periodic administrative reports
7. Provide information for the weekly update of the operational grid for the DGO to ensure an accurate overview and efficient planning of the use of resources.
8. Serve as Project Coordinator for Capital Projects for the Governor's Group to ensure departmental objectives are achieved in a timely and professional manner.
9. 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 your own resources and professional development
2. Provide leadership in your area of responsibility
3. Develop the trust and support of colleagues and stakeholders
4. Identify customer requirements and plan to meet these
5. Ensure products and services meet quality requirements
6. Provide information and advice to others
7. Assess the performance of teams and individuals

**WORKING CONDITIONS/  
ENVIRONMENTAL FACTORS**

- Normal office environment
- Fieldwork

**MINIMUM  
QUALIFICATIONS AND  
EXPERIENCE**

- Bachelor's Degree in Business, Public Administration, Management or a related field
- Five (5) years' working experience
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge and understanding of the cultural and structural aspects of remote islands
- Extensive knowledge of the geographical area of the island and community leaders
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent oral and written communication skills
- Sound report writing skills
- Excellent supervisory and management skills
- Excellent organisational and interpersonal skills
- Excellent analytical and problem-solving skills
- Ability to work well under pressure
- Excellent leadership and management skill

**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](mailto:hrgbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*