

Opening Date: 18 September 2018
Closing Date: 2 October 2018
Location: Tortola
Vacancy Notice No. 46/2018
Job Classification: Grade 12
Ministry/Department/Unit: Deputy Governor's Office
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.

JOB VACANCY NOTICE

Senior Assistant Human Resources Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance to the Human Resources Manager or equivalent to ensure all HR related matters are dealt with professionally and in a timely manner.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Human Resources Unit through management of daily operations and supervision of assigned staff.
2. Ensure timely accurate completion of the appraisal process, promoting a positive attitude, from goal setting for new recruits to monitoring performance of employees.
3. Draft relevant correspondence/reports (e.g. leave reports), ensuring a quick turnaround.
4. Administer and maintain systems ensuring security of confidential personnel data.
5. Coordinate recruitment to ensure the best candidate is employed.
6. Coordinate salary administration to ensure accurate credits, deductions and payments are made on time and recommend compensation packages for new recruits and employees.
7. Provide up-to-date advice on HR related matters, procedures and regulations, to help staff carry out their daily operations.
8. Coordinate and deliver orientations and staff development / training and workshops to ensure employees obtain up-to-date knowledge.
9. Research and prepare documentation to advise the relevant Commission.
10. Arrange for the development, implementation and maintenance of on-going public education and information programmes.
11. Schedule, organise and prepare materials; and minute departmental meetings to ensure accurate and timely preparation of documentation.
12. Assist in maintaining and up to date electronic database of existing employees' profile using the payroll system.
13. Deputise in the absence of the Human Resources Manager.
14. Act as the personal assistant to the Permanent Secretary in the absence of the substantive holder of the post.
15. Assist with compiling information for disciplinary inquiries to ensure that all disciplinary actions are handled in accordance with the human resources policies and/or executed as directed by the PSC (as agreed by the Governor).
16. Compile and summarise employee development plans in collaboration with the Training Division.
17. 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 own resources and professional development
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Analyse information
6. Provide information and advice to others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Administration/Management or related field
- Three (3) years working experience in related field
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of JD Edwards Accounting Software
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Sound record management skills
- Excellent interpersonal and organisational skills
- Excellent oral and written communication skills
- Ability to work well under pressure

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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- Sound supervisory 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
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.