

Opening Date: 11 August 2017
Closing Date: 25 August 2017
Location: Tortola
Vacancy Notice No. 50/2017
Job Classification: Grade 14
Ministry/Department/Unit: Trade, Investment Promotion and Consumer Affairs
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 Deputy Director

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage and supervise the Business Development & Investment Divisions and staff and coordinate all activities of these divisions to ensure the business sector's growth and development remains fair and balanced.

MAIN RESPONSIBILITIES

1. Manages activities related to Business Development and licensing to include Programme coordination, supervises the Business Licence Division and its staff and related matters.
2. Coordinates all activities of the Investment Division to enable internal & external FDIs to include market intelligence and research.
3. Monitors the growth and development of the business sector and provides advice to the Director/Minister on measures to maintain and regulate the business environment.
4. Ensures that all businesses operate within the provision of relevant policies and legislation including the Trade Policy of the VI and Business Profession and Trade Licences Act (Cap 200) and any other regulation.
5. Maintains open lines of communication with other Government agencies to ensure businesses operate within their specific requirements.
6. Conduct research and prepare periodic reports.
7. Assists with the preparation of the Department's Annual Budget.
8. Assists with the preparation and submission of Performance Planning and Appraisal Report for staff.
9. Deputises in the absence of the Director of Trade.
10. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
11. 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. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Leads, plans and implements change
5. Obtains information for decision making
6. Provides information and advice to others
7. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Business Management, International Business, International Trade, Public Administration or Organisational Leadership
- Five (5) to seven (7) years' experience in a related area
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of the global trading system
- Excellent knowledge of relevant laws, regulations, policies and procedures
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Ability to make administrative / procedural decisions and judgments
- Excellent analytical, negotiation and decision-making skills
- Excellent interpersonal skills
- Excellent organisational and coordination skills
- Excellent oral and written communication skills
- Excellent leadership 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

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

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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrcbvi@gov.vg

**c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**
Or by email: hrdbvi@gov.vg

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.