

Opening Date: 22 July 2016
Closing Date: 05 August 2016
Location: Tortola
Vacancy Notice No. 63/2016
Job Classification: Grade 11
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 \$34,634 – \$55,040.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Editor

Government of the Virgin Islands



ROLE SUMMARY	The successful applicant will ensure that content is clear, consistent and accurate to have timely and professional communication to the public.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Edit/proofread written copy for print and electronic distribution. 2. Establish, recommend and maintain a high quality standard to clients as it relates to all forms of communication. 3. Prepare and submit quarterly and annual reports as reflection of departmental productivity. 4. Serve as a member of the Editorial Board of all GIS publications and productions. 5. Create a job log to ensure order and an effective workflow and timely dissemination of Government communications. 6. Perform any other related duties as required by Supervisor or any Senior Officer in order to contribute to the effectiveness and efficiency of the department. 7. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.
BEHAVIOURAL COMPETENCIES	<ol style="list-style-type: none"> 1. Manage your own resources and professional development 2. Manage self to model behaviour in meeting organisational standards 3. Manage your time effectively 4. Provide leadership in your area of responsibility 5. Develop the trust and support of colleagues and stakeholders
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none"> • Normal office environment • Fieldwork • Studio environment
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Bachelor's Degree in a Journalism, English or related field • Four (4) years' experience in related field • Sound knowledge of the Government structure, policies and procedures • Sound knowledge of relevant computer software applications • Sound knowledge of the use of standard office equipment • Excellent knowledge of English Language • Sound oral and written communication skills • Sound copy editing skills • Ability to work well under pressure • Sound interpersonal and organisational skills • Sound time management skills

HOW TO APPLY

All applications for employment 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: hrdbvi@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.

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.