

Opening Date: 25 July 2016
Closing Date: 05 August 2016
Location: Tortola
Vacancy Notice No. 64/2016
Job Classification: Grade 16
Ministry/Department/Unit: Department of Human Resources
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$55,772 – \$83,436.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Deputy Director
(Organisational Development,
Workforce Planning & Learning and
Development)
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist the Director in planning, organising and directing the activities matters in the area of organisational development and workforce planning and learning and development, and ensure strategic outputs are executed according to established procedures and guidelines, in order to ensure a consistent, efficient and effective approach to Human Resources across all Ministries and Departments.

MAIN RESPONSIBILITIES

1. Assist the Director with planning, developing, managing and implementing Government projects in order to contribute to the effective management of the department.
2. Assist with the management of the Department's units to ensure that work is carried out in a timely manner, as well as monitoring the efficient use of resources and supervise assigned staff.
3. Participate in developing department goals and objectives, and prepare evaluating reports and systems on effectiveness. Recommend new approaches, policies, and procedures to promote the department's continual improvement and industry alignment.
4. Recommend budget items and develop programmes to ensure units operate effectively.
5. Prepare monthly and quarterly reports on projects supervised by the Department to provide substantive data measuring performance against indicators.
6. Prepare professional and timely correspondence, Cabinet papers, and other reports as required, ensuring consistency and accuracy of data.
7. Assist with the preparation of the Department's Annual Report and Budget Estimates.
8. Preparation and submission of Performance Planning and Appraisal Reports for designated staff.
9. Contribute to the development and implementation of people strategies and policies to ensure that they reflect the employment law and the Public Service values and objectives.
10. Anticipate and solve complex Human Resources matters.
11. Classify positions; conduct job analyses to identify important job duties, necessary qualifications, and other information about positions. Classify and evaluate positions to determine proper job class and salary grade. Write specifications for jobs.
12. Provide technical advice on human resources matters, policies and procedures to Ministries – line managers and department heads. Produce articles, handbooks, manuals, and other publications on human resources topics.
13. Advise and assist with the development and implementation of a Career and Succession Planning programme with Ministries and Departments to ensure sustainability and continuity of quality of service.
14. Design, develop and implement strategic and competency based learning and workforce plans, in collaboration with Ministries and Departments to aid in the professional development of officers and services.
15. Oversee the development and execution of skills-analysis to forecast service-wide learning and development needs.
16. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant.
17. Lead, advise, coordinate and communicate organisational improvement/change efforts and partner with others to develop and embed workforce plans and structures to support improvements.
18. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
19. Deputise in the absence of the Director of Human Resources.
20. 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**

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. Lead, plan and implement change
5. Obtain information for decision making

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 hrd@bvi.gov.vg

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Irregular and extended hours
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Master's Degree in Human Resources Management, Business Administration / Management or related field
- Certification in Human Resources Management
- Five (5) years' working experience and at least three (3) years in a management capacity
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable policies, regulations and laws
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of JD Edwards Accounting Software
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Excellent oral and written communication skills
- Excellent supervisory and management skills
- Ability to work well under pressure

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.