

**Opening Date:** 26 August 2016  
**Closing Date:** 09 September 2016  
**Location:** Tortola  
**Vacancy Notice No.** 75/2015  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Ministry of Natural Resource and Labour  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$31,523 - \$50,086.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Senior Labour Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will oversee the daily operations of the Unit and ensure that work permits are processed.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through management of daily operations for work permit applications, to include:
  - a. Review all work permit applications for final screening to ensure completion of applications and supporting documents
  - b. Conduct in-depth interviews with employers and applicants to ensure in-depth knowledge of the vacancy
  - c. Investigate and follow up information that is needed to assist in the decision-making process
  - d. Interact with the Placement Officer to determine if BVI Islanders are available to fill positions before processing the work permit application
  - e. Prepare accurate work permit sheets for each work permit application before the application is given to the Labour Commissioner to save future time and effort.
  - f. Provide information and advice to customers concerning compliance of the Labour Code as it pertains to work permits in a professional and accurate manner
2. Draft and type correspondence and proof-read various documents ensuring accuracy.
3. Administer and maintain systems and records ensuring security of personnel data.
4. Respond to telephone inquiries in accordance with the relevant policies and procedures.
5. Administer administration duties such as statistical reports, filing and data entry as required.
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.

### BEHAVIOURAL COMPETENCIES

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
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration/Management, Human Resources or related field
- Three (3) years working experience
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound interpersonal skills including counselling and interviewing techniques
- Sound oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound organisational 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: [hrcbvi@gov.vg](mailto:hrcbvi@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.

*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.*

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](mailto:hrcbvi@gov.vg)