

**Opening Date:** 21 July 2017  
**Closing Date:** 04 August 2017  
**Location:** Tortola  
**Vacancy Notice No.** GG/09/2017  
**Job Classification:** Grade 07  
**Ministry/Department/Unit:** Department of Human Resources  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$24,485 - \$38,906** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Human Resources Assistant (Compensation and Benefits)

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will provide assistance to the Human Resources Manager or equivalent, ensuring that all relevant HR related matters are handled within the Unit.

#### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through administration of daily operations.
2. Draft, type and proof-read various documents ensuring accuracy.
3. Provide up-to-date advice on HR related matters, procedures and regulations to members of the public and to staff to help them carry out their daily operations.
4. Assist/Provide research support as required.
5. Maintain records relevant to the specific unit and also ensure that complete records are available for reference.
6. Update and maintain information on computer systems, databases and spreadsheets and in archives.
7. Assist with the preparation of meetings and presentation materials.
8. Assist with processing paperwork, gathering information and verifying data.
9. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
10. Assist with the maintenance of the National Health Insurance Plan by performing daily operations and acting as a Liaison Officer.
11. Assist with the preparation of retirement benefits for retiring officers.
12. Assist with the administrative functions of supplemental plans and reconcile insurance plans to ensure these operate effectively.
13. 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 time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Business Administration, Management or related field
- Three (3) years working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure

#### 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:

**Permanent Secretary (Acting)**  
**Deputy Governor's Office**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [www.hrdbvi@gov.vg](mailto:www.hrdbvi@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.

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](http://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](http://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*

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 [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

*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.*