

Opening Date: 18 October 2016
Closing Date: 1 November 2016
Location: Tortola
Vacancy Notice No. MCW/22/2016
Job Classification: Grade 05
Ministry/Department/Unit: Facilities Management Unit
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$21,287 - \$33,827.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Deputy Security Supervisor

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance to the Security Supervisor in the management of security provided to the Central Administration Building to ensure it is a safe and secure environment.

MAIN RESPONSIBILITIES

1. Assist the Security Supervisor with reports, records and recommendations of security measures and/or policies to improve and heighten the security awareness in the Complex on a continuous basis.
2. Prepare and ensure the preparation of relevant reports on the unit's activities.
3. Maintain records relevant to the unit and keep information up to date so that complete records are available for reference.
4. Conduct follow-up reports on incidents and crimes and report all documentation to the Security Supervisor in a timely manner to ensure he/she is informed of all issues concern.
5. Assist with the coordination of meetings, training sessions and workshops to ensure awareness of policies and procedures.
6. Perform some administrative duties including keeping a daily log of tasks, preparing material and supply lists based on job requirements.
7. Coordinate meetings and events; attend, record and report minutes as required.
8. Supervise assigned staff.
9. Deputise in the absence of the Security Supervisor.
10. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Organises and develops self
2. Develops and maintains effective working relationships
3. Plans and allocates work to the team
4. Ensures working practices of self and team are healthy and safe
5. Maintains the quality of the work of the team

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Five (5) years' experience in a related area
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable policies, regulations and laws
- Good knowledge of Security Procedures
- Physically fit and capable of adequately dealing with emergencies
- Good knowledge of the use of standard office equipment
- Good analytical and decision making skills
- Good interpersonal skills
- Good oral and written communication skills
- Good supervisory skills

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary
Ministry of Communications and Works
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

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.