

Opening Date: 18 October 2016
Closing Date: 1 November 2016
Location: Tortola
Vacancy Notice No. MCW/23/2016
Job Classification: Grade 06
Ministry/Department/Unit: Facilities Management Unit
Position Details: One year probationary period
 Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range \$22,770 - \$36,184. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Security Supervisor Government of the Virgin Islands



ROLE SUMMARY	The successful applicant will manage the security provided to the Central Administration Building to ensure it is a safe and secure.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Ensure the smooth and efficient operations of the security unit and supervision of assigned staff. 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. Coordinate meetings, training sessions and workshops to ensure awareness of policies and procedures. 5. Prepare and make recommendations of policies pertaining to Security and the Security System around the Central Administration Complex, submit to the Facilities Manager for approval. 6. Monitor initial reports on incidents of crimes to ensure they are thoroughly investigated in a timely manner. 7. Perform some administrative duties including keeping a daily log of tasks, preparing material and supply lists based on job requirements. 8. 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	<ol style="list-style-type: none"> 1. Develops own skills to improve performance 2. Manages self to set an example 3. Develops and maintains effective working relationships 4. Ensures working practices of self and team are healthy and safe 5. Organises the team's resources
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none"> • Normal Office Environment • Outdoor environment
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Associate's Degree in General Studies, Criminal Justice, Law Enforcement or a related area • Three (3) years related experience in a related area • Sound knowledge of Government structure, policies and procedures • Sound knowledge of applicable policies, regulations and laws • Sound knowledge of Security Procedures • Sound knowledge of the use of standard office equipment • Sound analytical and decision making skills • Sound interpersonal skills • Sound 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.