

**Opening Date:** 16 March 2017  
**Closing Date:** 30 March 2017  
**Location:** Virgin Gorda  
**Vacancy Notice No.** MNRL 01/2017  
**Job Classification:** Grade 07  
**Ministry/Department/Unit:** Department of Agriculture  
**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 Veterinary Assistant II

Government of the Virgin Islands



<b>ROLE SUMMARY</b>	The successful applicant will assist with the provision of Veterinary Services and Programmes to ensure that the Veterinary Public Health needs of the Territory are met.	
<b>MAIN RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Prepare reports, attend meetings and liaise with other departments and agencies as required in order to facilitate effective information flow.</li> <li>2. Assist with training sessions and give advice to farmers and Veterinary trainees in order to increase the knowledge of veterinary public health throughout the Territory.</li> <li>3. Administer prophylactic and therapeutic measures and respond to farmer's ambulatory calls in order to facilitate the sustainable development of the Livestock Sector.</li> <li>4. Assist with the development and implementation of the animal health and food protection programme to ensure the public health of the Territory.</li> <li>5. Perform ante-mortem and post-mortem meat inspections of the abattoir in order to assist in the Veterinary Public Health Programme.</li> <li>6. Assist with the overall supervision and, field implementation of the Animals (Diseases and Importation) Act. Assist in the prevention of zoonotic and other catastrophic animal disease in to the Territory by verifying documentation, conducting laboratory tests and clinical examination of live animals entering the Territory.</li> <li>7. Assist with ensuring compliance with applicable laws and relevant programmes and liaise with relevant agencies and stakeholders.</li> <li>8. Attend meetings, workshops and training sessions as instructed to ensure awareness of any changes to policies or policies relevant to the role.</li> <li>9. Respond to farmers' ambulatory calls.</li> <li>10. 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 Ministry/Department.</li> </ol>	
<b>BEHAVIOURAL COMPETENCIES</b>	<ol style="list-style-type: none"> <li>1. Maintain work activities to meet requirements, including quality</li> <li>2. Maintain a healthy, safe and productive working environment</li> <li>3. Inform and advise others</li> <li>4. Contribute to development activities</li> <li>5. Gain the trust and support of the team</li> <li>6. Communicate information</li> <li>7. Manage self to ensure conduct meets departmental standards</li> </ol>	
<b>WORKING CONDITIONS/ ENVIRONMENTAL FACTORS</b>	<ul style="list-style-type: none"> <li>▪ Exposure to animal pests and diseases, dead animals, pharmaceuticals and/or allergens, biological/laboratory materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Normal office environment and fieldwork</li> <li>▪ Clinical environment</li> <li>▪ On-call</li> </ul>
<b>MINIMUM QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Diploma in Animal Health and Veterinary Public Health</li> <li>▪ Three (3) years' experience in dealing with animal health and disease control programmes in tropical countries</li> <li>▪ Valid BVI driver's license</li> <li>▪ Good knowledge of Government structure, policies and procedures</li> <li>▪ Good knowledge of applicable policies, regulations and laws</li> <li>▪ Good knowledge of basic/routine surgical and medication procedures</li> <li>▪ Good knowledge of abattoir operations and meat inspection procedures</li> <li>▪ Good knowledge of common animal diseases/food borne and zoonotic disease/recognition of important and common disease causing organisms; diagnosis, treatment/management, control/prevention</li> <li>▪ Good knowledge of animal related disease: significant, diagnosis and treatment/control/prevention</li> <li>▪ Good knowledge of animal behaviour as well as physical and chemical restraint</li> <li>▪ Good interpersonal skills</li> <li>▪ Good oral and written communication skills</li> <li>▪ Good supervisory and managerial skills</li> </ul>	

### 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.

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.

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)

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](mailto:hrdbvi@gov.vg)

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 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.*