

**Opening Date:** 11 February 2019  
**Closing Date:** 25 February 2019  
**Location:** Tortola  
**Vacancy Notice No.** MNRL/2/2019  
**Job Classification:** Grade 5  
**Ministry/Department/Unit:** Land Registry  
**Position Details:** One year probationary period  
Non-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 Executive Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide secretarial and administrative support in an efficient and effective manner to ensure professional customer service is provided to the department and to the public.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department through administrative and/or secretarial support.
2. Answer, screen and transfer calls appropriately, record messages and distribute to officers.
3. Provide professional frontline service to clients.
4. Administer and maintain systems and records ensuring the security of data.
5. Coordinate meetings and events, attend, record and report minutes as required.
6. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
7. Assist with research as required.
8. Draft and type correspondence and proof-read various documents ensuring accuracy.
8. Provide clerical support by completing all photocopying, scanning, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Ministry/Department.
9. Assist with managing boundary investigations including site visits, liaising with the survey department, relevant parties and prepare and maintain boundary investigation files and electronic database.
10. Ensure the smooth and efficient operation of the Land Registry Unit by:
  - a. Examining in detail applications presented for registration, answer queries from customers and assist them with applications and searches.
  - b. Registering all documents submitted for registration
  - c. Managing boundary investigations, including: scheduling site visits, liaising with the Survey department / relevant parties and prepare and maintain boundary investigation files and electronic database
  - d. Preparing monthly reports of transfers / transmissions
11. Performs 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. Develops and maintains effective working relationships within and outside the team
2. Manages relationships with others in a team, including your manager
3. Manages self to ensure conduct meets departmental standards
4. Maintains work activities to meet requirements including quality
5. Organises and maintains information

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalency
- Five (5) years' experience in a related field
- Typing speed 35-45 wpm
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound oral and written communication skills
- Sound interpersonal and organisational 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  
Ministry of Natural Resources and Labour  
Central Administration Complex  
Road Town, Tortola VG 1110**

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

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)

**British Virgin Islands**

Or by email: [hrdemployment@gov.vg](mailto:hrdemployment@gov.vg)

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.*