

Opening Date: 20 March 2019
Closing Date: 10 April 2019
Location: Tortola
Vacancy Notice No. 30 of 2019
Job Classification: Grade 15
Ministry/Department/Unit: Department of Motor Vehicles
Position Details: One year probationary period
Established position
Full-time
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$51,069 – \$81,146**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Commissioner of Motor Vehicles

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will ensure the efficient and effective administration and management of the Department.

MAIN RESPONSIBILITIES

1. Provide effective leadership of the department, through coordinating departmental activities (such as clerical, inspection, licensing, and registration).
2. Attend meetings, training sessions and workshops as instructed to ensure awareness of changes to policies or procedures relevant to the role.
3. Ensure continual development through formulating procedures and guidelines for the department, and for examining and licensing drivers and registering vehicles in accordance with laws, rules, and regulations;
4. Research, analyse and prepare reports and provide advice on relevant areas.
5. Serve as the Accounting Officer for the Department.
6. Prepare and manage the Department's Annual Budget.
7. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
8. Develop and implement strategic plans.
9. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
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 department.

BEHAVIOURAL COMPETENCIES

1. Manage organisational challenges
2. Manage change in organisational activities
3. Manage relationships across the organisation
4. Provide leadership for the organisation
5. Encourage innovation in the organisation
6. Obtain and analyse information for critical decision-making
7. Communicate and influence effectively
8. Ensure compliance with legal, regulatory, ethical and social requirements
9. Manage your own resources, development and networks
10. Manage financial and physical resources effectively and efficiently, ensuring value for money

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Outdoor/Workshop environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration, Public Administration or related area
- Seven (7) years' experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Expert knowledge of relevant laws, regulations and policies
- Excellent knowledge in road transportation and traffic outlay
- Excellent investigative and report writing skill
- Sound knowledge of the use of standard office equipment
- Good oral and written communication skills
- Good interpersonal and organisational skills
- Ability to work well under pressure
- Excellent leadership and management skills

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:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands
Or by email: hrdemployment@gov.vg

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.

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). 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.

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.

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.

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CONTACT THE DEPARTMENT OF HUMAN RESOURCES FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:
Department of Human Resources • E-mail hldbvi@gov.vg