

Opening Date: 18 May 2018
Closing Date: 1 June 2018
Location: Tortola
Vacancy Notice No. 20/2018
Job Classification: Grade 9
Ministry/Department/Unit: Department of Human Resources
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$28,818 – \$45,785**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Assistant Training Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the development and facilitation of training programmes in order to promote the effective personal and professional development of clients.

MAIN RESPONSIBILITIES

1. Maintain and promote training literature.
2. Administer and maintain systems ensuring security of personnel data.
3. Draft and type correspondence and proof-read various documents ensuring accuracy.
4. Research training opportunities and prepare relevant reports and advice.
5. Give up-to-date advice on training related matters, procedures and regulations and ensure they are updated with relevant policies to help staff carry out their daily operations.
6. Provide assistance with the co-ordination of the Division's activities and events.
7. Assist with the administration for Civil Service Scholarship programmes to ensure smooth and efficient management.
8. Manage the training room/board room bookings, ensuring set up is according to the client's specifications and the room is ready for use when allocated.
9. 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. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Provide leadership in your area of responsibility
5. Develop the trust and support of colleagues and stakeholders
6. Identify customer requirements and plan to meet these
7. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Training and Development, Human Resources Management, Business Administration or a related field
- Two (2) years working experience in a related field
- Good knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Excellent 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:

**Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrgbvi@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.

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.