

**Opening Date:** 8 June 2018  
**Closing Date:** 22 June 2018  
**Location:** Tortola  
**Vacancy Notice No.** 22/2018  
**Job Classification:** Grade 13  
**Ministry/Department/Unit:** Adina Donovan Home for the Elderly  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$42,486 – \$67,509**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Manager, Adina Donovan Home

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will be responsible for all of the services rendered and to manage the Department to ensure the efficient and effective functioning of the Adina Donovan Home.

#### MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the management of assigned staff.
2. Attends meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
3. Coordinates meetings and events, attends, records and reports minutes as required.
4. Manages and trains all staff assigned to the Adina Donovan Home to ensure their understanding of the functionality of Government and relevant legislation.
5. Researches, analyses and prepares reports and provide advice.
6. Serves as the Accounting Officer for the Adina Donovan Home.
7. Prepares and manages the Department's Annual Budget.
8. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff.
9. Develops and implements strategic plans for the development of the Adina Donovan Home.
10. Keeps abreast of developments in the field of quality improvement and quality assurance.
11. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
12. 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. Manages your own resources, development and networks
2. Obtains and analyse information for critical decision-making
3. Ensures compliance with legal, regulatory, ethical and social requirements
4. Provides leadership and encourage innovation in the organisation
5. Communicates and influence effectively
6. Develops a customer focused organisation
7. Manages organisational challenges
8. Manages change in organisational activities
9. Manages relationships across the organisation
10. Manages financial and physical resources effectively and efficiently, ensuring value for money

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Domestic Environment
- Clinical Environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Public Health Administration or related field
- Five (5) years in senior management within the Public Service
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of Government budget and accounting procedures
- Excellent knowledge of nursing procedures and practices and their application in caring for the elderly resident.
- Excellent knowledge of health policy, nursing education and administration.
- Good knowledge of the use of standard office equipment and relevant software applications
- Excellent oral and written communication skills
- Excellent analytical, negotiating, interpersonal and organisational skills
- Excellent research and report-writing skills
- Excellent leadership and management 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.

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.

Agency:

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

Or by email: [hldbvi@gov.vg](mailto:hldbvi@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.*