

Opening Date: 5 July 2018
Closing Date: 20 July 2018
Location: Tortola
Vacancy Notice No. 26/2018
Job Classification: Grade 13
Ministry/Department/Unit: Ministry of Health and Social Development
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 Senior Research Analyst

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will gather and analyse data/information to inform technical and strategic recommendations with respect to the remit of establishing and maintaining international relationships and alliances.

MAIN RESPONSIBILITIES

1. Communicate with relevant local, regional and international agencies for information.
2. Collect quantitative and qualitative data, interpret research findings and prepare relevant topics for further discussion and decision making.
3. Assist in advising on technical and strategic recommendations to assist in formulating appropriate policy responses relating to the global economic, social and other developments that affect the interest of the Territory.
4. Prepare various correspondences, Cabinet Papers, reports and assist in drafting materials for local and international publication.
5. Organise and attend conferences, meetings, workshops and seminars relating to relevant local and international events, activities and developments.
6. 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. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Science, International Business, Economics, Political Science, Business Administration or related field
- Six (6) years working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable laws, regulations and policies
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of quantitative and other research methods and data analysis
- Excellent knowledge of international affairs and global political and economic issues
- Excellent analytical and decision-making 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:

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

Or by email: hrcbvi@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.