

Opening Date: 18 September 2018
Closing Date: 2 October 2018
Location: Tortola
Vacancy Notice No. 42/2018 – **INTERNAL APPLICANTS ONLY**
Job Classification: Grade 10
Ministry/Department/Unit: BVI Post
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$31,523 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Postal Inspector
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will supervise the operational procedures of the department in order to maintain an effective and efficient Department.

MAIN RESPONSIBILITIES

1. Supervise and develop mail processes, operational and network plans, service targets and staff placements and resources in order to maintain effective management of the Department.
2. Ensure that information is collected from the tipping section in order for data to be available for use by the respective sub unit.
3. Further develop the mail hub by consolidating all mail function in order for a more efficient process.
4. Ensure that mail processes and rates follow best practice procedures in order to comply with the UPU Acts.
5. Assist in the collection of statistics and ensure that delivery targets are met as well as ensuring that the necessary findings are submitted to the required units in order to monitor the development of the department.
6. Liaise with the management team to determine best routes, deployment of boxes and conveyance of mail in order to obtain the best service for customers.
7. Set measureable targets according to best practices and notify the Postmaster of any issues which may arise with quality of service deliverables in order to maintain an effective postal service to the Territory.
8. Performs any other related duties as required by the supervisor or 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
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- Three (3) years working experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound knowledge of pipeline processes, measurement and target setting
- Sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure
- Sound supervisory 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
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrrdbvi@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.