

Opening Date: 17 January 2019
Closing Date: 31 January 2019
Location: Tortola
Vacancy Notice No. MCW/6/2019 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 5/7
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 **\$21,287 – \$38,906**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Licensing Clerk I/II
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform and to assist with daily accounting and administrative functions to ensure that departmental accounting and fiscal records are kept and maintained accurately, and that functions are performed in a timely, accurate and professional manner. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Perform cashier duties in the department to ensure the smooth processing of applications and collection of fees.
2. Assist customers with the completion of any relevant forms to ensure the smooth processing of applications.
3. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
4. Maintain records relevant to the specific department and keep filing up to date so that complete records are available for reference.
5. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
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. Organises and develops self
2. Manages self to ensure conduct meets departmental standards
3. Develops and maintains effective working relationships
4. Organises and maintains information
5. Communicates information
6. Supports change
7. Contributes to the effective use of resources
8. Maintains work activities to meet requirements, including quality
9. Contributes to the control of resources
10. Gathers required information
11. Informs and advises others
12. Considers opportunities for change

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal Office environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Diploma or equivalent
- One (1) to Three (3) years working experience in a related area
- Good knowledge of Government structure, policies and procedures
- Basic knowledge of applicable laws, regulations, policies and procedures
- Basic knowledge of accountancy principles and procedures
- Basic knowledge of JD Edwards Accounting Software
- Good knowledge of computer programmes used for analysis and databases
- Good knowledge of the use of standard office equipment and relevant computer applications
- Good oral and written communication skills
- Good interpersonal and organisational 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:

Permanent Secretary
Ministry of Communications and Works
Central Administration Building
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.

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.