

Opening Date: 18 September 2018
Closing Date: 2 October 2018
Location: Tortola
Vacancy Notice No. MOF/04/2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 7
Ministry/Department/Unit: Post Office
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$24,485 - \$38,906.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Branch Postmaster
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the running of the postal branch in an effective and efficient manner in order to meet the postal needs of the Territory. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Prepare and distribute mail and maintain records according to the procedural guide in order to maintain an effective and efficient postal service.
2. Keep an inventory of supplies in order for a requisition of supplies to be made in a timely manner.
3. Service and respond to customer inquiries in order to maintain good customer service.
4. Ensure that reports required are completed in a timely manner to ensure effective information flow.
5. Maintain weekly deposits of all revenues; check register as well as monthly accounts in order to maintain effective financial management.
6. Liaise with the Deputy Postmaster or designated officer on any minor repairs which the building requires on an annual basis in order to maintain the infrastructure of the Departments.
7. Perform any other duties as required by the supervisor or management in order to contribute to the effectiveness and efficiency of the department.

**BEHAVIOURAL
COMPETENCIES**

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Associate's degree in General Studies, Business Administration or a related area
- Three (3) years working experience
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Good knowledge of postal operations and regulations
- Good knowledge of the geographical areas of Tortola
- Good time management and organisational skills
- Good oral and written communication skills
- Good interpersonal skills and ability to work as a team player

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:

Financial Secretary
Ministry of Finance
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: www.hrdbvi@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.