



VACANCY NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

Personal Assistant and Communications Officer - BVI London Office

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ARE YOU SEEKING OPPORTUNITIES FOR GROWTH?

The BVI London Office is seeking qualified persons to fill the following position of

PERSONAL ASSISTANT & COMMUNICATIONS OFFICER

United Kingdom (BVI London Office)

For a detailed role profile and other important information, please visit our website. All applications should be submitted to: hr@gov.vg



Please see documents for details.

For Additional Information Contact:

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Information Officer II

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VACANCY NOTICE
BVI LONDON OFFICE PERSONAL ASSISTANT AND COMMUNICATIONS OFFICER

Position: Personal Assistant and Communications Officer
Location: United Kingdom (BVI London Office)

Employment Type: Full-time
Salary: £15,000 - £40,000 per annum (dependent on experience)
Eligibility: Open only to BVI Citizens (Entry only for Virgin Islands)

Are you a highly organized, proactive, and articulate professional with a sound understanding of government operations? Do you excel at supporting senior leadership while managing communications across traditional and digital channels? If you thrive in a fast-paced environment, take initiative, and have excellent managing skills, we're looking for you. We're providing excellent support, we want to hear from you.

About Us
The BVI London Office represents the interests of the Virgin Islands in the United Kingdom, Europe, and internationally. We are committed to excellence, integrity, and public service, and we foster a collaborative and respectful working environment that values integrity, professionalism, and initiative.

Role Overview
As the Personal Assistant and Communications Officer you will provide high-level administrative, executive, and communications support to senior leadership. You will play a pivotal role in ensuring day-to-day operations run smoothly while acting as the point of contact with government departments, agencies, and external stakeholders.

Key Responsibilities

- Manage diaries, schedule meetings, and coordinate appointments for senior personnel.
- Draft, proofread, and distribute professional correspondence, briefing notes, and other materials.
- Liaise with government officials and external stakeholders on behalf of senior leadership.
- Organize and support meetings and events, including minute taking and follow-up actions.
- Conduct research and prepare reports, summaries, and background materials to support informed decision-making.
- Manage secure emails and ensure effective internal communication.
- Manage and update social media platforms (including LinkedIn, Facebook, Instagram, and WhatsApp Channels).
- Maintain and update the Office website, ideally using a content management system (CMS).
- Produce newsletters and engaging digital content to support communications and public engagement.
- Monitor and report on communications and public engagement.
- Act as a BVI Citizen of the Territory of the Virgin Islands.
- Excellent degree in Communications, Journalism, Business Administration, Public Administration, or a related field.
- At least two (2) years experience in office administration, executive support, or a similar role.
- Three to five (3-5) years professional experience in communications.
- Proven experience providing personal assistant or executive support in a senior level.
- Strong understanding of governmental processes and the public sector environment.
- Excellent written and verbal communication skills.
- Highly organized, with the ability to prioritize efficiently and manage multiple tasks under pressure.
- Proficient in Microsoft Office applications (Word, Outlook, Excel, PowerPoint) and related systems.

Desirable Criteria

- Experience working in an international office, political sector, or public administration environment.
- Flexibility with public diplomacy, stakeholder engagement, or government communications.

Why Work With Us?

- Join a vibrant, diverse organization making a meaningful impact on behalf of the Virgin Islands.
- Engage in varied and interesting work supporting high-level decision-making and communications.
- Opportunities for professional development and growth.
- Competitive salary of £15,000 - £40,000 per annum, dependent on experience, plus applicable benefits.

How to Apply
Please submit the following documents:
A cover letter outlining your interest in international relations and your motivation for working for us.
A Curriculum highlighting relevant academic background and experience.
Two reference letters (academic or professional).
Verifiable proof of British Overseas Territories Citizenship (Territory of the Virgin Islands).
Please submit your applications outlining your relevant experience and suitability for the role to hr@bvi.gov.vg by 30th January, 2025.
Only shortlisted candidates will be contacted for interviews.