

Opening Date: 22 January 2015
Closing Date: 6 February 2015
Location: Tortola
Vacancy Notice No. 15/2015
Job Classification: Grade 17
Ministry/Department/Unit: Virgin Islands Shipping Registry
Position Details: Full-time established position
Employment Type: Contractual
Remuneration/Benefits:

- Salary is commensurate with qualifications and experience.
- Contract appointment with 5% tax-free gratuity of the base salary at the end of contract (on satisfactorily meeting performance objectives)
- Relocation allowance (for transportation of baggage to and from the BVI); housing allowance; cost of travel, if recruited from overseas
- Telephone, Car and Entertainment Allowance

JOB VACANCY NOTICE

Director of Shipping

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide leadership and technical advice to ensure that the mandates and plans of the Virgin Islands Shipping Registry are met.

MAIN RESPONSIBILITIES

1. Serves as chief advisor to the Government on matters relating to the department so that specialist, expert advice is available for the Government to call upon.
2. Develops and presents a reform strategy for the modernization of the Department in line with successful industry models, to streamline and improve its internal processes, as well as the public/private sector interface necessary for its continued effectiveness. Oversees the development of a succession plan for the Department.
3. Exercises general supervision over professional, supervisory and technical staff. Confers with and advises the Deputy Director and division heads on problems relating to the activities and their divisions in order to resolve issues in a timely and amicable fashion.
4. Plans, develops and oversees implementation of projects. Coordinates activities with other departments and outside agencies, as necessary in order to contribute to the effective management of the department.
5. Oversees the review process for compliance with contract requirements, development standards and other regulations and standards accordingly.
6. Oversees the preparation and management of the annual budget. Reviews and submits the Department's budget involving all capital expenditures, personnel, and operating costs. Administers the approved budget.
7. Investigates and recommends changes to policies, legislation and service delivery that would enhance the functioning of the Department.
8. Converses with subordinates on grievances, conflicts, and other personnel matters. In collaboration with the any relevant Human Resources staff, approves the selection and termination of the employees within the Department in order to maintain a dynamic and appropriate workforce.
9. Evaluates the work of division heads and support staff; identifies training needs; provides counselling as needed. Counsels employees on performance and adjusts assignments and training for developmental purposes to aid with the professional development of staff within the Department.
10. Reviews operations or programs to ascertain whether results are consistent with established objectives and goals, and whether government operations or programmes are being carried out as planned to ensure continuous review that operations and projects will result in the intended outcome efficiently.
11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
12. Maintains close relations and collaboration with UK Department of Transport and Maritime & Coastguard Agency (MCA). Liaises with other Red Ensign Group Registries and other maritime administrations.
13. Initiates and maintains high-level contacts with local groups and international institutions interested in or active in shipping and marine industry and relevant resource development matters (including training).
14. Serves as the Accounting Officer.
15. Prepares and manages the Department's Annual Budget.
16. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff.
17. Develops and implements strategic plans.
18. Identifies job specific and environmental factors and develops, where applicable, implements and promotes the health and safety policies. Mitigates and minimises workplace hazards.
19. Performs any other duties as required in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources, development and networks
2. Obtain and analyse information for critical decision-making
3. Ensure compliance with legal, regulatory, ethical and social requirements
4. Provide leadership and encourage innovation in the organisation
5. Communicate and influence effectively

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrd@bvi.gov.vg

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Fieldwork

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Master (>3000 kW) Certificate of Competency, and Extra Master Certificate or Bachelor of Science Degree in Nautical Science or equivalent or
- Chief Engineer (>3000 kW) Certificate of Competency, and Extra Chief Engineer Certificate of Science Degree in Marine Engineering / Mechanical Engineering or equivalent or
- Bachelor of Science Degree in Naval Architecture or equivalent
- Ten (10) years' experience as a Marine Surveyor of which at least 3 years as a Chief Surveyor
- Membership of a recognised professional maritime institution
- Expert knowledge in ship operations and the registration process
- Expert knowledge in national and international maritime legislation and interpretations'
- Expert knowledge of the IMO, ILO administrative and working procedures, legislation process, legal drafting, international conventions
- Expert knowledge in safe manning on ships and seafarers qualifications
- Ability to conduct investigation into Maritime accidents casualties and death at sea
- Ability to conduct examinations for STCW Certificates (Masters, Mates and Boatmasters etc)
- Sound knowledge of Government structure, policies and procedures

HOW TO APPLY

All applications for employment 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.

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.