

**Opening Date:** 30 October 2017  
**Closing Date:** 13 November 2017  
**Location:** Tortola  
**Vacancy Notice No.** 54/2017  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Department of Disaster Management  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$38,269 - \$60,803.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Information Manager

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will be responsible for developing Public Relations Campaigns, writing press releases, conducting radio interviews, producing television programmes, developing and managing social media presence and other related functions to increase public awareness of disaster threats and the measures that should be adopted to cope with them.

### MAIN RESPONSIBILITIES

1. Develop, implement and maintain an outgoing Public Awareness and Education Programme designed to keep government agencies, private and voluntary organisations and members of the public fully informed on all aspects of disaster threats and the measures that should be taken to cope with them.
2. Maintain and update the Department's website to ensure accurate information is available to the public.
3. Research, write, design, and edit communication materials for internal and external audiences, to ensure adequate coverage of communications via multiple media outlets. Persuade media to publish / broadcast information so that it reaches as wide an audience as possible.
4. Conduct periodic surveys and produce reports on activities and effectiveness of communications for the Director, making recommendations for improvements where possible.
5. Provide assistance to the Chairperson of the Public Information and Education subcommittee of the National Disaster Management Council as required.
6. Attend public participation consultation meetings and functions as necessary; coordinating all requests from the public for presentation, training, information and assisting in making presentations to the public on various hazards.
7. Collaborate with regional and international disaster management agencies on specific projects. 8. Maintain knowledge and understanding of key issues in disaster management through attendance at training courses so that the department is continually updated and expanded.
8. Liaise with government and non-government agencies, Deputy Governor's Office's Information Officer, and Government Information System (GIS) to ensure internal and external coverage of programmes, activities and press conferences.
9. Supervise the Assistant Information Officer to ensure all tasks are carried out as required.
10. Serve on the relevant National Disaster Management Council sub-committees.
11. Upon activation of the National Emergency Operations Centre (NEOC), the Information Manager becomes the Public Information Officer. The Public Information Officer (PIO), a member of the Command Staff and assigned by the NEOC Director, is responsible for the formulation and release of information about the incident to the news media.
12. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department

### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Provide leadership in your area of responsibility
3. Allocate work to teams and individuals
4. Minimize interpersonal conflict
5. Develop the team to improve performance

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork/outdoor environment
- On call
- During emergencies, potential exposure to hazards in the field

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Mass Communications, Public Relations or in a related area
- Five (5) years' working experience in a related area
- Sound knowledge of the Government structure, policies and procedures
- Sound knowledge in the operation of computers, cameras, video cameras, recorders, the internet and other sources of information
- Sound knowledge of the use of standard office equipment and computer applications
- Sound supervisory and management skills
- Good interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure

### HOW TO APPLY

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

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: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*