

**Opening Date:** 30 October 2017  
**Closing Date:** 13 November 2017  
**Location:** Tortola  
**Vacancy Notice No.** 55/2017  
**Job Classification:** Grade 09  
**Ministry/Department/Unit:** Department of Disaster Management  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$28,818 - \$45,785.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Emergency Communications Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will perform duties under the direction of the Emergency Communications Manager including installation, upgrade and maintenance of all early warning, meteorology, broadcast, seismic and network and communications systems to ensure the effectiveness and efficiency of equipment, systems and users.

### MAIN RESPONSIBILITIES

1. Be available for 24 hour call during times of disaster to carry out duties, including maintaining radio/weather watch and monitoring primary frequencies on portable radio assigned.
2. Install, test and carry out restorative and routine maintenance on all early warning, broadcast, weather stations and telecommunications systems at the Department of Disaster Management and at remote locations operated under the Emergency Operations Programme to ensure effectiveness and efficiency.
3. Maintain and upkeep of earthquake seismic stations in Anegada and Virgin Gorda with support from the Puerto Rico Seismic Network, including working in conjunction with the Puerto Rico Strong Motion Sensor Programme to install Seismic Sensors and provide maintenance to such equipment.
4. Develop and maintain the standard operational procedures for the emergency response systems and participate in onsite training and demonstrations to ensure highly trained systems users.
5. Develop and maintain a database of assigned tools, plant and test equipment for the Unit and schedule periodic testing activities to ensure that they are in full working order when required, making suggestions for new equipment as and when needed.
6. Perform equipment modifications to systems as per upgrades recommended by manufacturers and provide technical assistance to departments/agencies in installing and maintaining equipment, making recommendations for improvements to maximize efficiency.
7. Obtain feedback on equipment performance by ensuring the promotion of good relations with internal and external clients/customers.
8. Acquire and distribute communication equipment as requested by the Emergency Communications Manager to ensure continuity of operations.
9. Serve on the relevant National Disaster Management Council sub-committees.
10. Instruct Annual VHF Radio Operator Courses as part of the Emergency Operations Programme.
11. Conduct daily radio checks and monitor local, regional and international telecommunications networks.
12. In emergency functions, the Communications Officer is under the supervision of the Emergency Communications Manager and will assist with the operations of the Early Warning System and Emergency Communications. Upon activation of the National Emergency Operation Centre, the Emergency Communications Officer becomes the Assistant Communications Officer and is required to perform specific responsibilities.
13. 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. Manage your time effectively
2. Develop the trust and support of colleagues and stakeholders
3. Plan and implement change
4. Plan the use of resources
5. Obtain information for decision making
6. Manage the recording and storage of information
7. Provide information and advice to others
8. Ensure health and safety requirements are met in the area

### 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 Telecommunications Technology/Management, Electronics Engineering or related field
- Two (2) years' experience in communications or related area
- Experience in the field of Emergency Communications, Weather Observations and Weather Systems
- Sound knowledge of the Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound report writing skills
- Sound knowledge of disaster management techniques and systems

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

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- Good interpersonal and organisational skills
  - Sound oral and written communication skills
  - Ability to work well under pressure
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#### 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:

**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.*