

PUBLIC SERVICE COMMISSION OF THE BRITISH VIRGIN ISLANDS

VACANCY NOTICE NO. 59 of 2009

As we seek to build a World Class Public Service to competently serve the needs of our customers, we are guided by an inspired goal: "Becoming the Employer of Choice."

The Government of the Virgin Islands invites qualified and professional applicants to apply for the post of:
Deputy Chief Planner, Town and Country Planning.

Main responsibilities include:

- ❖ Oversee the development of and prepare planning policies for the Virgin Islands, including the preparation of the National Physical Development Plan and Local Area Plans in collaboration with the Chief Planner.
- ❖ Provide guidance to other government departments, external organizations and the general public on planning matters.
- ❖ Undertake planning studies – land use, zoning, community facilities, housing, transportation, preservation and other areas.
- ❖ Responsible for the Development Planning and Information Management functions of the department including supervising the Development Planning and Information Management Sections (Enterprise GIS; data management and the library.)
- ❖ Develop annual work programmes for the above sections in consultation with the Chief Planner and the officers involved and organise and coordinate workloads.
- ❖ Coordinate the preparation of budgets for Development Planning and Information Management in consultation with the Chief Planner and assist with preparing the overall budget for the Department.
- ❖ Oversee the development of the professional and technical staff and assist with the development of the Department's succession plan.
- ❖ Assist with the design and management of community amenities and infrastructure projects using software such as AutoCAD, ArcGIS and Microsoft Project.
- ❖ Assist with the development of the Department's Operational Plan and contribute to the Strategic Plan for the Premier's Office.
- ❖ Monitor the achievement of targets through the evaluation of work programmes and staff performance reviews.
- ❖ Assist the Chief Planner with management of the Town and Country Planning Department and its resources
- ❖ Assume full responsibility for the Town and Country Planning Department in the absence of the Chief Planner including deputising as Chief Executive Officer for the Planning Authority.
- ❖ Perform any other tasks as assigned by the Chief Planner.

Requirements:

- ❖ Masters Degree in Physical Planning or a related field;

- ❖ Membership of a professional body such as the Royal Town Planning Institute or the American Planning Association.

- ❖ Five years supervisory experience in Physical Planning.

- ❖ Diploma in Management would be an asset.

- ❖ Proven development planning skills

- ❖ Sound knowledge of management theories as well as policies and procedures of government organizations

- ❖ Strong leadership and team building skills

- ❖ Strong organisational and project management skills

- ❖ Sound research, analytical and presentation skills

- ❖ Sound oral and written communications skills

- ❖ Sound interpersonal skills

- ❖ Sound knowledge of the relevant computer software including word-processing and presentation applications.

- ❖ Working knowledge of Geographic Information Systems (GIS) such as ArcGIS.

- ❖ Working knowledge of Computer Aided Design programmes such as AutoCAD.

- ❖ Knowledge of Environmental Impact Assessment processes would be an asset.

Salary:

- ❖ Entry level **USD \$47,371 - \$53,247 annually, Grade 14** commensurate with qualification and experience.

Benefits (if recruited from outside the Territory)

- ❖ Travel for self and up to four dependents below 19 years of age
- ❖ Gratuity at 20% of salary (*on successful completion of contract*)
- ❖ Housing, telephone and travelling allowance upon acquisition of a telephone and car.

Appointment:

- ❖ Subject to medical fitness; One-year probationary period
- ❖ Permanent and pensionable establishment or two year contract period

Closing Date:

8 January, 2010

Send Applications to:

The Secretary
Public Service Commission
Central Administration Complex
Road Town, Tortola, VG1110
British Virgin Islands

Online: www.hr.gov.vg
By email: hrrdbvi@gov.vg

For More Information visit the following websites:

Human Resources Department: www.hr.gov.vg

Town & Country Planning Department: www.tcp.gov.vg