

PUBLIC SERVICE COMMISSION OF THE BRITISH VIRGIN ISLANDS
VACANCY NOTICE NO. 60 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:
Physical Planner II, Town & Country Planning.

Main responsibilities include:

- ❖ Supervise the Development Planning Section including developing and reporting on quarterly work programmes.
- ❖ Prepare physical development plans for all or part of the territory including the National Physical Development Plan.
- ❖ Develop and draft planning policies.
- ❖ Develop projects in conjunction with implementing agencies, including design quantities and cost estimates.
- ❖ Undertake planning studies – land use, zoning, community facilities, housing, transportation, preservation and other areas.
- ❖ Prepare clear and concise technical documents, reports, correspondence, and other written materials, including reports to the Planning Authority and other boards/committees.
- ❖ Develop advice for Ministers on project feasibility, effectiveness, regulatory conformance and possible alternatives.
- ❖ Assist in the preparation and review of Environmental Impact Assessments and Terms of Reference for EIA's for development proposals.
- ❖ Assemble planning and related information by cataloguing, annotation and summaries in a manner to make the information easily retrievable.
- ❖ Identify, research and recommend building sites and structures for inclusion in the Historic Register.
- ❖ Assist Public and Private Sectors by providing guidance on planning and environmental matters.
- ❖ Assist with public education and awareness programmes to enlighten the community on planning matters.
- ❖ Continually develop and keep under review guidelines, procedures and regulations on planning.
- ❖ Any other tasks that may be assigned by the Chief Planner.

Requirements:

- ❖ Masters degree in Physical Planning, Urban Planning, Geography or related field.

- ❖ Two years experience in Physical Planning with one year supervisory experience.

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

- ❖ Sound knowledge of land use, community and urban planning principles.

- ❖ Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the political process.

- ❖ Sound leadership and team building skills.

- ❖ Sound interpersonal skills.

- ❖ Strong organisational and project management skills.

- ❖ Ability to write effectively and analyze data.

- ❖ Good presentation skills and ability to give public presentations.

- ❖ Skills with computer graphics and freehand drawing.

- ❖ 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.

Salary:

- ❖ Entry level **USD \$37,856 - \$42,152 annually, Grade 11** commensurate with qualifications 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 a car.

Appointment:

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

Closing Date:

8 January 2010

Send Applications to:

The Secretary,
Public Service Commission
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands
Online: www.hr.gov.vg
By email: hrdbvi@gov.vg

For More Information visit the following websites:

Human Resources Department: www.hr.gov.vg

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