

**MINISTRY OF TRANSPORTATION, WORKS AND UTILITIES
GOVERNMENT OF THE VIRGIN ISLANDS**



VACANCY NOTICE

The Taxi & Livery Commission, Ministry of Transportation, Works and Utilities invites qualified and professional applicants to apply for the post of **Director**, Taxi & Livery Commission:

VACANCY: Director, Taxi & Livery Commission

SALARY: \$48,106.00 - \$53,982.00 per annum, commensurate with relevant qualification and experience.

RESPONSIBILITIES:

1. Manages the office of the Commission (the Secretariat), including the daily supervision of staff employed with Commission.
2. Presides as Secretary to the Commission at all meetings of the Commission and implement its decisions as directed.
3. Assists the Vehicle Licensing Department in conducting background investigations on all persons applying for a taxi license.
4. Serve as the Accounting Officer for the Commission.
5. Conducts Administrative Hearings for the purpose of making determinations of customers' complaints and to impose administrative fines and penalties for violations of the Taxi-Cab Regulations.
6. Prepares the record of proceeding at Administrative Hearings or records regarding administrative penalty for submission to the Tribunal.
7. Develops and implements internal policies and procedures needed for the functioning of the Commission.
8. Represents the Commission on taxi matters arising from agencies and industries and clearly communicate the policies, procedures and regulations to them.
9. Prepares annual reports on the functions of the Commission and the status of services in the taxi and livery Industry.
10. Represents the Commission on government committees and other financial matters relative to taxi and livery industry.

11. Assists in conducting mandatory annual training for public transport operators, relevant to the public transportation industry and impose penalties for failure to attend.
12. Assists in conducting public relations meetings to promote the BVI tourism and taxi and livery industry.
13. Performs any other related duty that may be assigned from time to time, by the Commission.

REQUIREMENTS:

1. Must possess a Bachelor degree in transportation, hospitality, human resource management, or business management.
2. Must have at least seven (5) years proven experience in managing and supervising people.
3. Must have experience in conflict resolution and mediation.
4. Must have sound knowledge of the Taxi and Livery industry and the operations of vehicles for hire, to include the laws and regulations.
5. Must possess excellent oral and written communication skills.
6. Must have no direct or indirect interest in the taxi and livery industry, during the term of appointment.

Note: Candidates possessing a combination of extensive directly related experience, transferable skills and additional qualifications which may qualify them to do this job are encouraged to apply for consideration.

APPOINTMENT: The appointment is subject to medical fitness.

APPLICATIONS: Applications, giving full details of age, qualifications, experience and availability should be sent to:

**Permanent Secretary
Ministry of Transportation, Works and Utilities
Government of the Virgin Islands
Central Administration Complex
Road Town, Tortola, VG1110**

The closing date for receipt is Thursday, 24th October 2019.