

**Opening Date:** 21 March 2018  
**Closing Date:** 4 April 2018  
**Location:** Tortola  
**Vacancy Notice No.** 09/2018  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Environmental Health Division  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$31,523 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Environmental Health Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will inspect the necessary establishments and imports and enforce public health legislation in order to protect the health of the population.

### MAIN RESPONSIBILITIES

1. Inspect and collect samples from all necessary establishments and imports to ensure that public health standards are maintained according to regulations.
2. Advise and educate on environmental health issues to ensure compliance with regulations and the health and safety of others.
3. Enforce Public Health and any other relevant laws and regulations.
4. Provides training on safe food handling and preventive health practices to persons operating in the food business industry to reduce the incidences of food borne-illness.
5. Carries out inspection of proposed food premises to verify that they meet public health requirements to facilitate compliance with safety regulations.
6. Conducts condemnation of foods at food establishments and coordinate or oversees the transportation and final disposal/ destruction of the condemned foods at dump site where quantities warrant disposal at the site to reduce the incidences of food borne illnesses.
7. Investigates nuisance complaints received from the public between 24 hours or 3 days, revisiting complaints when necessary to address concerns that threaten the safety of public health.
8. Inspects all food establishments within your assigned district twice per year to ensure compliance with the required standards and regulations.
9. Collects water samples from cisterns of schools, day care centres, pre-schools, water bottling plants, and other institutions on a quarterly basis to facilitate the analysis of samples at the laboratory.
10. Co-ordinates the dissemination of health information and organization of health promotion presentation to institutions to increase public awareness of environmental health concerns.
11. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Manages own resources and professional development
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Develops the trust and support of colleagues and stakeholders
5. Ensures health and safety requirements are met in the area.

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork/outdoor environment
- Interaction with public
- Exposure to unpredictable conditions and infectious diseases

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Environmental Health/Public Health/Environmental Science/Engineering
- Three (3) years' working experience in a related area
- Valid BVI Driver's Licence
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of survey methodologies and environmental monitoring techniques
- Sound knowledge of GIS and VHF radio and other communication equipment or systems
- Excellent ability to collect, analyse and interpret a wide range of environmental data
- Excellent research and reporting skills
- Sound knowledge of social, economic, environmental and cultural issues
- Sound knowledge of the use of computer equipment and relevant computer applications
- Sound interpersonal and organisation skills
- Sound oral and written communication skills
- Good supervisory skills

### 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.

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.

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.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

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.*