

**Opening Date:** 4 March 2016  
**Closing Date:** 18 March 2016  
**Location:** Tortola  
**Vacancy Notice No.:** GG/01/2016  
**Job Classification:** Grade 1  
**Ministry/Department/Unit:** Civil Registry and Passport Office  
**Position Details:** One year probationary period  
Non-established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Entry level salary starts from \$16,643 – \$22,835.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Office Cleaner

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will perform cleaning duties throughout the office to provide a clean, tidy and sanitized environment on a daily basis.

### MAIN RESPONSIBILITIES

1. Provide a clean and sanitized working environment on a daily basis by:
  - a) Dusting & polishing all surfaces
  - b) Sweeping/mopping/vacuuming all floors
  - c) Emptying trash bags
  - d) Cleaning windows
2. Perform assigned cleaning duties with due regard to Health & Safety procedures and policies, and with responsibility towards staff and the general public.
3. Keep an inventory for cleaning supplies advising when re-ordering is necessary.
4. Prepare a requisition of cleaning supplies to be ordered and report any faults or incidents to the Supervisor in a timely manner in order to maintain clean, safe and sanitized environment.
5. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages relationships with others in the team, including your manager
3. Manages own work effectively
4. Ensures own actions reduce risks to health and safety
5. Contributes to the effective use of resources

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Exposure to chemicals, dust and fumes

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Minimum one (1) year's work experience in cleaning/housekeeping
- Good knowledge of the use of cleaning agents and equipment
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of Health & Safety Regulations, Policy and Procedures
- Basic oral, reading and written communication skills
- Sound knowledge and ability in housekeeping, and use of cleaning materials and equipment
- Basic knowledge of the use of standard office equipment
- Sound interpersonal skills
- Ability to work with minimal supervision

### HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary  
Deputy Governor's Office  
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.

*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.*