

**Opening Date:** 21 March 2018

**Closing Date:** 04 April 2018

**Location:** Tortola

**Vacancy Notice No.:** MCW 1 of 2018

**Job Classification:** Grade 4

**Ministry/Department/Unit:** Facilities Management Unit

**Position Details:** One year probationary period

Established position

**Employment Type:** Full-time

**Remuneration/Benefits:** **Salary range \$19,440 - \$29,088** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Security Guard

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant To protect the occupants/visitors and property of the Government in order to maintain a safe and secure environment.

### MAIN RESPONSIBILITIES

1. Ensure that all windows and doors are closed upon securing the premises to ensure access by unauthorized person(s) is prevented and that security is maintained at all times.
2. Check, patrol and report any damage noticed or maintenance required within the building, and any other designated areas, to the Supervisor so that appropriate action may be taken to address any abnormalities.
3. Ensure that lights and air condition units are turned on/off upon entering/exiting the building to ensure that the relevant policies and procedures are followed.
4. Secure the designated office(s)/building(s) at the end of the working day to ensure that correct policies and procedures are being followed to maintain security at all times.
5. Monitor the camera system, record and report any situations that appear abnormal to ensure that appropriate action may be considered to maintain the security of the Complex.
6. Assist with parking and ensure that drivers are parked legally so that the parking lot is kept in order and in line with the relevant policies and procedures.
7. Monitor all persons who enter the building ensuring that unauthorized persons are not allowed entrance.
8. Perform some administrative duties including keeping a daily log of tasks, preparing reports and assist with the booking of conference rooms.
9. Performs 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. Observe departmental standards for own conduct
2. Manage relationships with others in the team, including your manager
3. Manage own work effectively
4. Ensure own actions reduce risks to health and safety
5. Contribute to the effective use of resources

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Three (3) year experience in security operations or related area
- Good knowledge of Government structure, policies and procedures
- Good knowledge of the use of standard office equipment
- Basic knowledge of security and an understanding of the laws of trespass, assault and personal property
- Physically fit and capable of adequately dealing with emergencies
- Good time management skills
- Good oral and written communication skills
- Good organisational and interpersonal 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.

Agency:

**Permanent Secretary**  
**Ministry of Communications and Works**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [www.hrdbvi@gov.vg](mailto:www.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.

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.*