

Opening Date: 18 May 2018
Closing Date: 1 June 2018
Location: Tortola
Vacancy Notice No.: MCW/02/2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 01
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$16,643 - \$22,835** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Assistant Maintenance Worker
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the preparation and completion of job sites in a timely manner in order to maintain an effective and efficient infrastructure in the Territory. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Assist in preparing job sites, digging holes, mixing concrete, painting speed bumps and sidewalks as well as erecting road traffic signs and mirrors in order to maintain the infrastructure of the Territory.
2. Maintain and safe guard all tools used in projects and assist with the periodic inventory of tools in order to facilitate the efficient and effective use of resources.
3. 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 Ministry/Department.

**BEHAVIOURAL
COMPETENCIES**

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

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Outdoor environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Certificate or equivalent
- Valid BVI driver's licence
- Basic knowledge of Government structure, policies and procedures
- Basic time management and organisational skills
- Basic mathematical skills
- Basic oral and written communication skills
- Basic interpersonal skills and the ability to work as a team player

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

Applicants should submit the Employment Application (available at: 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). 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.

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.