

Opening Date: 11 January 2019
Closing Date: 25 January 2019
Location: Tortola
Vacancy Notice No. MCW/4/2018
Job Classification: Grade 2
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Non-established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$17,435 – \$23,915**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Labourer I

Government of the Virgin Islands



ROLE SUMMARY	The successful applicant will maintain the department's facilities and equipment in order for the department to run efficiently.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none">1. Ensure the maintenance of the department's facilities and equipment through carrying out repairs as required.2. Place safety signs in work areas on a daily basis to ensure the health and safety of others.3. Maintain Government buildings and road ways by patching and spreading asphalt along road ways, cutting bushes and trim tree limbs, cleaning and clearing ghuts and drain, mixing concrete and paints and ensuring sufficient stocks of materials and supplies in order to maintain and effective maintenance and repair programme.4. 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	<ol style="list-style-type: none">1. Ensures own actions reduce risks to health and safety2. Observes departmental standards for own conduct3. Manages own work effectively4. Communicates clearly and effectively5. Manages relationships with others in the team, including your manager
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none">▪ Outdoor environment▪ Exposure to chemicals, dust, fumes and loud noises
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">▪ High school diploma or equivalent▪ One (1) year working experience in a related area▪ Basic knowledge of Government structure, policies and procedures▪ Good knowledge of the use of basic tools –shovel, rake, saw, cutlass, weed trimmer etc.▪ Basic interpersonal skills▪ Basic oral and written communication skills▪ Basic time management and organisational 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 Building
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdemployment@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.