

JOB VACANCY NOTICE  
**Labourer I**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



**Opening Date:** 11 January 2019  
**Closing Date:** 25 January 2019  
**Location:** Tortola  
**Vacancy Notice No.** MCW/4/2018 (**INTERNAL APPLICANTS ONLY**)  
**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.

**ROLE SUMMARY**

The successful applicant will maintain the department's facilities and equipment in order for the department to run efficiently. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

**MAIN RESPONSIBILITIES**

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 an 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**

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

**WORKING CONDITIONS/ ENVIRONMENTAL FACTORS**

- Outdoor environment
- Exposure to chemicals, dust, fumes and loud noises

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- 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: [hredemployment@gov.vg](mailto:hredemployment@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.*