

Opening Date: 18 May 2018

Closing Date: 1 June 2018

Location: Tortola

Vacancy Notice No. MCW/05/2018 (**INTERNAL APPLICANTS ONLY**)

Job Classification: Grade 06

Ministry/Department/Unit: Public Works Department

Position Details: One year probationary period
Established position

Employment Type: Full-time

Remuneration/Benefits: **Salary range \$22,770 - \$36,184** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Asphalt Plant Supervisor

INTERNAL APPLICANTS ONLY

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will supervise the operation, staff and materials used in the asphalt plant daily to ensure the effective and efficient management of the plant. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Supervise the operation of the plant and schedule periodic maintenance of the asphalt plant to ensure the effective and efficient management of the plant.
2. Maintain accurate time and attendance record for all assigned staff on a daily basis in order to completed and submit weekly time sheets to the accounts section.
3. Ensure effective and efficient use of department resources by maintaining a daily log of material quantities used and produce weekly reports on stock balances for the Supervisor.
4. Monitor the asphalt mix to ensure that it meets the established specifications and quality.
5. 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. Develops own skills to improve performance
2. Manages time to meet personal objectives
3. Gains the trust and support of line manager, colleagues and teams
4. Maintains a healthy, safe and productive work environment
5. Maintains work activities to meet requirements
6. Makes recommendations for the use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Workshop environment
- Exposure to chemicals, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or its equivalent
- Five (5) years working experience in the field
- Valid BVI driver's license
- Basic knowledge of Government structure, policies and procedures
- Working knowledge of standard practices, tools, equipment and vehicles
- Good interpersonal skills
- Good oral and written communication skills
- Good time management and organisational skills
- Sound supervisory 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.hrd@bvi.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.