

**Opening Date:** 18 May 2018  
**Closing Date:** 1 June 2018  
**Location:** Tortola  
**Vacancy Notice No.** MCW/06/2018 (**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**  
**Building Foreman**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



**ROLE SUMMARY**

The successful applicant will supervise the staff in the Building Maintenance section and to maintain all Government Buildings to ensure the department meets its objectives in a professional and timely manner. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

**MAIN RESPONSIBILITIES**

1. Ensure the smooth and efficient operation of the unit and the supervision of assigned staff.
2. Assist other Ministries and Departments with repairs and maintenance upon request.
3. Maintain records and inventory levels for the department ensuring supplies are in stock, liaise with local and overseas suppliers and vendors and prepare requisition ensuring accuracy.
4. Inspect projects to ensure that work is carried out according to specification and ensure to wear safety equipment to mitigate the chance of accidents occurring.
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. Develop your own skills to improve performance
2. Manage self to set an example to staff
3. Maintain work activities to meet requirements, including quality
4. Contribute to the control of resources
5. Provide feedback to team and individuals on their work

**WORKING CONDITIONS/  
ENVIRONMENTAL FACTORS**

- Normal office environment
- Outdoor environment

**MINIMUM  
QUALIFICATIONS AND  
EXPERIENCE**

- High School Diploma or equivalent
- Seven (7) years working experience in building construction or related field
- Good knowledge of Government structure, policies and procedures
- Sound knowledge of building construction
- Sound knowledge in building maintenance method
- Good time management and organisational skills
- Good interpersonal skills and the ability to work as a team player
- Good 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.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.*