

**Opening Date:** 11 January 2019  
**Closing Date:** 25 January 2019  
**Location:** Tortola  
**Vacancy Notice No.:** MCW/6/2019 **(INTERNAL APPLICANTS ONLY)**  
**Job Classification:** Grade 5  
**Ministry/Department/Unit:** Public Works Department  
**Position Details:** One year probationary period  
Non-established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$21,287 – \$33,827**. Salary is commensurate with relevant qualifications and experience.

**JOB VACANCY NOTICE**  
**Electrician II(Buildings)**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will ensure all electrical installations, repairs and maintenance services are carried out safely and accurately to maintain an effective electrical service to the Department. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

#### MAIN RESPONSIBILITIES

1. Perform the following electrical services to ensure a safe and well-functioning work environment within the Department:
  - a) Manage the operation and maintenance of electrical installations including new electrical connections, as well as electrical repairs and maintenance on existing electrical connections
  - b) Execute a monthly preventative maintenance service program.
2. Assist in carrying out road and bridges maintenance duties assigned to the Unit
3. 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. Organise and develop yourself
2. Manage self to ensure conduct meets departmental standards
3. Develop and maintain effective working relationships within your team
4. Encourage innovation in the team
5. Support change

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Certificate in electrical engineering
- Five (5) years' experience as a practicing electrician or related area
- Sound knowledge of Government structure, policies and procedures
- Ability to understand electrical codes
- Sound knowledge of Electrical Distribution
- Good knowledge of AC Operation
- Good knowledge of Pump and Motor repair
- Excellent mathematical and analytical skills
- Ability to care and maintain tools and equipment assigned
- Sound oral, reading and written communication skills
- Sound interpersonal 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](mailto:hrdemployment@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.*