

Opening Date: 18 May 2018
Closing Date: 1 June 2018
Location: Tortola
Vacancy Notice No. MCW/07/2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 05
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
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
Chargehand (Roads)
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will oversee the maintenance work and assist with work as necessary to provide a high quality working environment. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operations of the unit and the supervision of assigned staff.
2. Perform some administrative duties including keeping a daily log of tasks, preparing reports, preparing material and supply lists based on job requirements.
3. Assist with general repairs, building, installation, moving, and maintenance projects.
4. Report mechanical and electrical problems to the supervisor and assist in alleviation of such problems to ensure these are remedied in a timely manner.
5. Assist with the coordination of meetings, training sessions and workshops to ensure awareness of policies and procedures.
6. Assist with supervising the cleaning of drainage/ghut, cutting of trees/shrubs and debris from roads etc. in order to maintain public areas.
7. Assist with supervising the road and bridges maintenance repair crew to help facilitate effective subordinate management.
8. 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. Organise and develop yourself
2. Develop and maintain an effective working relationships within you team
3. Ensure the working practices of yourself and your team reduce risks to health and safety
4. Contribute to the effective use of resources
5. Maintain the quality of your team's work

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Exposure to electricity
- Workshop environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School diploma or equivalent
- Five (5) years' experience in woodwork, carpentry and general building maintenance
- Trained in carpentry/joinery/woodwork
- Good knowledge of Government structure, policies and procedures
- Sound knowledge of standard practices, tools, materials, equipment and methods of the trade
- Sound knowledge of carpentry
- Sound knowledge in general building maintenance
- Good interpersonal skills
- Ability to work with minimal supervision
- Good oral and written communication

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

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.