

JOB VACANCY NOTICE
Groundsman
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



Opening Date: 18 March 2019
Closing Date: 01 April 2019
Location: Tortola
Vacancy Notice No.: MCW/13/2019 **(INTERNAL APPLICANTS ONLY)**
Job Classification: Grade 2
Ministry/Department/Unit: Facilities Management Unit
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$17,485 – \$23,915**. Salary is commensurate with relevant qualifications and experience.

ROLE SUMMARY

The successful applicant will assist with maintaining the grounds, tools and equipment in a professional manner in order to facilitate effective grounds management. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Maintain gardens, walkways, parking lots and stairways by cleaning areas on a daily basis and maintaining plants and lawns in order to facilitate effective grounds management and appearance.
2. Ensure that tools, materials and equipment are sufficiently cleaned and stored in order to maintain effective use of resources.
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. Contributes to the effective use of resources
2. Ensures own actions and working practices reduce risks to health and safety
3. Manages own work effectively
4. Develops and maintains effective working relationships
5. Communicates information
6. Contributes to the objective setting process and plans time effectively
7. Solves problems and makes decisions

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Outdoor environment
- Exposure to chemicals, dust and fumes

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Diploma or equivalent
- One (1) years' experience in a related field
- Valid BVI Driver's License
- Basic knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Sound knowledge of horticulture and gardening equipment
- Good interpersonal skills
- Ability to work with minimal supervision

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

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.