

Opening Date: 12 July 2018
Closing Date: 27 July 2018
Location: Tortola
Vacancy Notice No. MEC/04/2018
Job Classification: Grade 02
Ministry/Department/Unit: Ministry of Education and Culture
(Primary and Secondary Schools)
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$17,435 - \$23,915** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Janitor

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform cleaning duties in order to provide a clean, tidy and sanitized environment on a daily basis.

MAIN RESPONSIBILITIES

1. Provide a clean and sanitized working environment both indoors and outdoors on a daily basis by:
 - a. Dusting & polishing all surfaces
 - b. Wiping, scrubbing and disinfecting fixtures
 - c. Sweeping/mopping/vacuuming all floors
 - d. Removing litter from floors/grounds and emptying trash bins
 - e. Cleaning windows, appliances and other equipment
 - f. 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, as required.
 - g. Ensure that tools, materials and equipment are sufficiently cleaned and stored in order to maintain effective use of resources, as required.
2. Perform assigned cleaning duties with due regard to Health and Safety procedures and policies, and with responsibility towards staff and the general public.
3. Keep an inventory for cleaning supplies advising when re-ordering is necessary.
4. Prepare a requisition of cleaning supplies to be ordered and report any faults or incidents to the Supervisor in a timely manner in order to maintain clean, safe and sanitized environment.
5. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages relationships with others in the team, including your manager
3. Manages own work effectively
4. Ensures own actions reduce risks to health and safety
5. Contributes to the effective use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Minimum one (1) year's work experience in cleaning/housekeeping
- Good knowledge of cleaning agents and equipment
- Basic knowledge of Government structure, policies and procedures.
- Basic knowledge of Health & Safety regulations, policies and procedures
- Sound knowledge and ability in housekeeping, and use of cleaning materials and equipment
- Basic use of standard office equipment
- Sound interpersonal skills
- Ability to work with minimal supervision
- Basic oral, reading and written communication 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 Education and Culture
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

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrdbvi@gov.vg

automatically disqualify an individual from employment with the Government of the Virgin Islands.

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