

**Opening Date:** 14 February 2018  
**Closing Date:** 28 February 2018  
**Location:** Tortola  
**Vacancy Notice No.** 06/2018  
**Job Classification:** Grade 09  
**Ministry/Department/Unit:** Department of Waste Management  
**Position Details:** One year probationary period  
 Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$28,818 – \$45,785**. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Waste Management Officer

Government of the Virgin Islands



<b>ROLE SUMMARY</b>	The successful applicant will assist to coordinate, assist and report on waste management field activities in a competent and efficient manner to ensure departmental objectives are met.
<b>MAIN RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Investigates and reports on complaints received from the general public to ensure action is taken to remedy problems in a timely manner.</li> <li>2. Monitors and supervises landfill site operations throughout BVI to ensure correct procedures are adhered to.</li> <li>3. Assists with preparation, approval and regular inspections of time sheets to ensure staff records are correct.</li> <li>4. Liaises daily with Senior Supervisor and Assistant Manager to coordinate and monitor clean-up activities throughout BVI to ensure timely resolution.</li> <li>5. Checks the condition of public structures of the Department and to take remedial actions as necessary to ensure structure safety.</li> <li>6. Assists Port Entry Custom officials with documentation and clearance procedures as required to ensure Custom efficiency.</li> <li>7. Performs any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.</li> </ol>
<b>BEHAVIOURAL COMPETENCIES</b>	<ol style="list-style-type: none"> <li>1. Manages own resources and professional development</li> <li>2. Manages time effectively</li> <li>3. Provides leadership in area of responsibility</li> <li>4. Develops trust and support of your line manager</li> <li>5. Obtains information for decision-making</li> <li>6. Provides information and advice to others</li> </ol>
<b>WORKING CONDITIONS/ ENVIRONMENTAL FACTORS</b>	<ul style="list-style-type: none"> <li>▪ Outdoor environment, use of equipment</li> </ul>
<b>MINIMUM QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Environmental Health</li> <li>▪ Two (2) years working experience in Waste Management or related field</li> <li>▪ Good knowledge of Government structure, policies and procedures</li> <li>▪ Good knowledge of relevant computer software applications</li> <li>▪ Good knowledge of the use of standard office equipment</li> <li>▪ Sound interpersonal and organisational skills</li> <li>▪ Good supervisory and managerial skills</li> </ul>

#### 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:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@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.*