

Opening Date: 16 March 2017
Closing Date: 30 March 2017
Location: Tortola
Vacancy Notice No. 15/2017
Job Classification: Grade 15
Ministry/Department/Unit: Environmental Health Division
Position Details: One year probationary period
 Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range \$51,069 – \$81,146. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Chief Environmental Health Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will plan, develop, implement and manage all functions of the Environmental Health Division and promote sustainability of healthy environmental standards throughout the Territory.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the division and supervision of assigned staff.
2. Coordinate and direct the Environmental Health activities in order to reduce environmental health risk throughout the Territory.
3. Develop policies, guidelines, propose legislation and plan for sustainability and enhancement programmes to ensure the enforcement of the Public Health Act and Public Health Regulations.
4. Liaise with other government departments, private sector as well as special interest and community groups to facilitate effective environmental health information dissemination.
5. Serve on boards as required and represent the Government at meetings and conferences in order to develop contacts with other agencies and bodies that will be of benefit to National Environmental Health Programme.
6. Perform inspections and identify environmental risk factors in environmental health programme areas to ensure that residential, public and commercial establishments meet the required standards and mitigate and minimize hazards.
7. Assist and give direction on the formulation and implementation of strategies to ensure successful education and public awareness on Environmental Health issues.
8. Prepare and manage the Division's Annual Budget.
9. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
10. Develop and implement strategic plans for the Environmental Health Programme.
11. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
12. 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 division.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Lead, plan and implement change
5. Obtain information for decision making
6. Provide information and advice to others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork/outdoor environment
- Exposure to unpredictable conditions and infectious diseases
- On call 24 hours for response to emergencies related to all environmental issues with the potential to affect health

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's degree in Environmental Health or a related area
- Certificate/Diploma in Public Administration or Management
- Five (5) to seven (7) years working experience in the environmental health field
- Valid BVI Driver's license
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of applicable policies, regulations and laws
- Sound knowledge of epidemiology
- Excellent knowledge of project management methods
- Expert knowledge in Environmental Health
- Sound knowledge of programme planning, implementation, monitoring and evaluation
- Sound knowledge of the use of computer equipment and relevant computer applications
- Excellent oral and written communication skills
- Excellent organisational and interpersonal skills
- Excellent leadership and management skills

HOW TO APPLY

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 hrd@bvi.gov.vg

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: 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.