

Opening Date: 16 August 2016
Closing Date: 16 September 2016
Location: Tortola
Vacancy Notice No. 71/2016
Job Classification: Grade 9
Ministry/Department/Unit: Public Works Department
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

Superintendent

Government of the Virgin Islands



ROLE SUMMARY	The successful applicant will supervise the daily duties of staff relating to construction and maintenance of public buildings, roads, bridges, drainage, culvert placement and retaining walls.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Ensure the smooth and efficient operation of the unit and the supervision of assigned staff. 2. Maintain and construct roads, buildings, ghuts, drains and bridges on and manage the Public Works Department office on the assigned Sister Island in an efficient and effective manner. 3. Manage construction projects and maintain and construct roads, buildings, ghuts, drains and bridges to ensure that correct policies and procedures are being followed and to ensure the health and safety of all employees at all times. 4. Maintain inventory records of equipment, tools and supplies and a stockpile of material necessary, prepare requisitions for tools, materials and supplies as needed to enable the duties of the Department to be carried out in a timely and efficient manner. 5. Prepare relevant reports on the activities of the assigned area. 6. Perform some administrative duties including keeping a daily log of tasks, preparing reports, preparing material and supply lists based on job requirements. 7. 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 department.
BEHAVIOURAL COMPETENCIES	<ol style="list-style-type: none"> 1. Develops own skills to improve performance 2. Manages time to meet personal objectives 3. Gains trust and support of your line manager 4. Gathers required information 5. Informs and advises others 6. Plans the work of teams and individuals
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none"> ▪ Normal office environment ▪ Outdoor environment
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> ▪ Certificate or Diploma in Construction management ▪ Five (5) years' experience in construction or related area ▪ Two (2) years supervisory experience ▪ Sound knowledge of Government structure, policies and procedures ▪ Sound knowledge of Civil Engineering ▪ Sound knowledge in Project Management ▪ Ability to read and interpret blue print ▪ Good written and oral communication skills ▪ Good oral and written communication skills ▪ Good time management and organisational skills ▪ Good supervisory and managerial skills ▪ Good interpersonal skills and the ability to work as a team player

HOW TO APPLY

All applications for employment 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.

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.