

Opening Date: 16 August 2016
Closing Date: 16 September 2016
Location: Tortola
Vacancy Notice No. 72/2016
Job Classification: Grade 8
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$28,492 – \$42,091.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Clerk of Works

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will supervise the drafting of plans, coordinate activities on building projects and assist the Building Supervisor in management of the Building Maintenance section.

MAIN RESPONSIBILITIES

1. Inspect projects for compliance with contract plans, specifications, standards, permit/code requirements and other local requirements.
2. Prepare and maintain a variety of construction records including daily reports, as built and force account logs to ensure complete and accurate records are available for reference.
3. Calculate, measure and document all items of work performed for contract payments to ensure efficient use of resources.
4. Ensure compliance with building regulations and principles and to ensure a safe working environment and acceptable quality of work is delivered.
5. 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

1. Manages self to set an example to staff
2. Gains trust and support of the team
3. Maintains work activities to meet requirements, including quality
4. Gathers required information
5. Informs and advises others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associates Degree in Construction Technology or related field
- Diploma in Construction Technology or equivalent
- Five (5) years' experience in the construction industry or related field
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable laws, standards and regulations relating to construction
- Sound knowledge of building and civil engineering principles, practices and methods
- Ability to read and interpret construction drawings, plans and specifications
- Sound knowledge of construction surveying practices and requirements
- Good knowledge of the use of standard office equipment and computer application
- Good oral and written communication skills
- Good time management and organisational 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.