

**Opening Date:** 21 November 2016  
**Closing Date:** 05 December 2016  
**Location:** Tortola  
**Vacancy Notice No.** 93/2016  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Environmental Health Division  
**Position Details:** One year probationary period  
 Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$31,523 – \$50,086.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Environmental Health Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will inspect the necessary establishments and imports and enforce public health legislation in order to protect the health of the population.

### MAIN RESPONSIBILITIES

1. Inspect and collect samples from all necessary establishments and imports to ensure that public health standards are maintained according to regulations.
2. Advise and educate on environmental health issues to ensure compliance with regulations and the health and safety of others.
3. Enforce Public Health and any other relevant laws and regulations.
4. Investigate nuisance complaints to ensure that the public health needs of the Territory are met and provide technical advice.
5. Assist with the evaluation of the environmental impact assessments of existing and proposed development projects to monitor the environmental health activities in the Territory.
6. Participate in legal proceeding in cases which involve offences of public health regulations.
7. Ensure the smooth and efficient operation of Vector Control Unit by:
  - a. Developing the annual work plan for implementation of the national Vector Control Programme.
  - b. Assisting with the development of administrative and operational policies, standards and procedures related to vector control.
  - c. Coordinating the monitoring and surveillance activities related to vector control and vector-borne diseases.
  - d. Conducting surveys and assessments of pesticides/insecticides sale and usage by commercial suppliers and pest exterminating companies.
  - e. Overseeing data management and technical reports related to the Vector Control Programme.
  - f. Supervising the work of Vector Control Unit for efficiency and effectiveness.
  - g. Representing the department at events and meetings as necessary.
  - h. Serving on the Pesticide Control Board and any other relevant committees, and assisting with the coordination of and tracking of certification and training requirements for Pest Control Operators.
8. Assist with the preparation of the Environmental Health Division's budget through inventory/budget tracking and forecasting in areas related to the vector control programme.
9. 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 own resources and professional development
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Develops the trust and support of colleagues and stakeholders
5. Ensures health and safety requirements are met in the area

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork/outdoor environment
- Interaction with public
- Exposure to unpredictable conditions and infectious diseases

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Environmental Health/Public Health/Environmental Science/Engineering
- Three (3) years' working experience in a related area
- Valid BVI Driver's Licence
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of survey methodologies and environmental monitoring techniques
- Sound knowledge of GIS and VHF radio and other communication equipment or systems
- Excellent ability to collect, analyse and interpret a wide range of environmental data
- Excellent research and reporting skills
- Sound knowledge of social, economic, environmental and cultural issues
- Sound knowledge of the use of computer equipment and relevant computer applications
- Sound interpersonal and organisation skills
- Sound oral and written communication skills

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

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- Good supervisory skills
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#### **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](mailto:hrdbvi@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.

*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.*