

Opening Date: 19 January 2017
Closing Date: 02 February 2017
Location: Tortola
Vacancy Notice No. GG/02/2017
Job Classification: Grade 04
Ministry/Department/Unit: Governor's Office
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$19,440 - \$29,088** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Maid/Kitchen Assistant

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform domestic cleaning, kitchen and silver service duties throughout the Governor's Office to provide a clean and efficient environment on a daily basis.

MAIN RESPONSIBILITIES

1. Assist with preparation of food for official functions, daily meals and silver service to ensure the hospitality services of Government House are delivered.
2. Assist with the daily cleaning of upstairs of Government House to provide a clean, tidy and sanitized environment.
3. Assist with laundry duties where necessary to ensure all laundry is completed.
4. Assist with cleaning silver and brass in the house to ensure its presentation is of the highest standard.
5. Perform any other related duties as required by the Senior Administrative Officer or any other senior officer in order to contribute to the effectiveness and efficiency of the Government House.

BEHAVIOURAL COMPETENCIES

1. Organises and develops self
2. Manages self to ensure conduct meets departmental standards
3. Encourages innovation in the team
4. Plans and allocates work to the team
5. Maintains quality of work of the team
6. Organise the team's resources
7. Develops and maintains effective working relationships in team

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Domestic environment
- Irregular hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Minimum of two (2) working experience in the hotel/catering industry
- In-house training
- Certified Food Handler
- Basic knowledge of Government structure, policies and procedures
- Good oral and written communication skills
- Excellent knowledge of preparing, cooking and serving food
- Ability to work well under pressure
- Ability to work with minimum supervision
- Excellent interpersonal skills

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary (Acting)
Deputy Governor's Office
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: www.hrdbvvi@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.