

Opening Date: 17 January 2019
Closing Date: 31 January 2019
Location: Virgin Gorda
Vacancy Notice No. MCW/8/2019 **(INTERNAL APPLICANTS ONLY)**
Job Classification: Grade 4/7
Ministry/Department/Unit: Department of Motor Vehicles
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$19,440 – \$38,906**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Mechanical Inspector I/II
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will examine vehicles and applicant drivers to ensure compliance with traffic safety regulations. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Inspect all vehicles before licensing to ensure mechanical soundness for safe operation on roads.
2. Classify vehicles by weight and measurement to ensure safe usage on roads.
3. Examine applicants for driving tests in order to ensure that applicants are safe to drive on the Territory's roads.
4. Ensure that vehicles in the Territory comply with the appropriate traffic safety regulations in order to maintain the health and safety of others.
5. Analyse the reports of road accidents in order to determine if they resulted from human or mechanical error.
6. Performs 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. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager
7. Manage time to meet personal objectives
8. Gain the trust and support of your manager
9. Manage self to set an example
10. Maintain work activities to meet requirements including quality
11. Inform and advise others

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Outdoor/Workshop environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Diploma or its equivalent
- Certificate in Auto Mechanics
- Three (3) to Five (5) years' experience in auto mechanics or related area
- Valid BVI Driver's Licence
- Sound knowledge of Government structure, policies and procedures
- Good knowledge of auto mechanics
- Good oral and written communication skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

HOW TO APPLY

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:

Permanent Secretary
Ministry of Communications and Works
Central Administration Building
Road Town, Tortola VG 1110
British Virgin Islands
Or by email: hrdeployment@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.