

Opening Date: 18 March 2019
Closing Date: 01 April 2019
Location: Tortola
Vacancy Notice No.: MCW/12/2019 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 4
Ministry/Department/Unit: Facilities Management Unit
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
Custodial Supervisor
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist supervise the cleaners to ensure they provide a clean, tidy and sanitized environment on a daily basis. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Supervise and assign cleaning duties to the full and part time cleaners to ensure they provide a clean and sanitized environment on a daily basis.
2. Maintain the storeroom to ensure it is adequately stocked and process requisitions for replacement items in a timely manner.
3. Ensure that contracted vendors are providing services in accordance with their contracted duties and responsibilities.
4. 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

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office/domestic environment
- Exposure to chemicals, dust and fumes

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Certificate or equivalent
- Five (5) years in related field
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of Health & Safety Regulations, Policy and Procedures
- Basic oral, reading and written communication skills
- Sound knowledge and ability in housekeeping, and use of cleaning materials and equipment
- Basic knowledge of the use of standard office equipment
- Sound interpersonal skills
- Ability to work with minimal supervision
- Good supervisory skills

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 Transportation, Works and Utilities
Central Administration Building
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdemployment@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.