

Opening Date: 26 June 2017
Closing Date: 07 July 2017
Location: Tortola
Vacancy Notice No. MEC/02/2017
Job Classification: Grade 04/06
Ministry/Department/Unit: Ministry of Education and Culture
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$19,440 - \$36,184** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Maintenance Officer I/II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the maintenance of department resources to ensure the effective and efficient management of the department.

MAIN RESPONSIBILITIES

1. Assist with the maintenance of any electrical, mechanical, plumbing, air conditioning, painting, building and furniture repairs and ensure that maintenance works are completed in a timely manner in order to maintain the health and safety of others.
2. Maintain an inventory of tools and supplies in order for a requisition to be made for ordering the required resources in a timely manner.
3. Evaluate, analyse and make recommendations in relation to problem areas to the supervisor in order for effective solutions to be made.
4. Prepare periodic reports on works completed and conduct monthly unit meetings in order to facilitate effective information flow.
5. Maintain the school grounds including, cutting and disposal of grass and trees, and disposal of all garbage from the school campus.
6. 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 Ministry/Department

BEHAVIOURAL COMPETENCIES

1. Ensures own actions reduce risks to health and safety
2. Observes departmental standards for own conduct
3. Manages own work effectively
4. Communicates clearly and effectively
5. Manages relationships with others in the team, including your manager
6. Anticipates and assists change
7. Solves problems and makes decisions

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Workshop/garage environment
- Outdoor environment
- Exposure to chemicals, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or its equivalent
- Three (3) to seven (7) years' experience in the field
- Sound knowledge of Government structure, policies and procedures
- Working knowledge of standard practices, tools, equipment and methods of trade
- Ability to read building specifications, blueprints and as-builds
- Good interpersonal skills
- Good oral and written communication skills
- Good time management and organisational skills

HOW TO APPLY

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

Agency:

Permanent Secretary
Ministry of Education and Culture
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: www.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.