

Opening Date: 19 June 2017
Closing Date: 30 June 2017
Location: Virgin Gorda
Vacancy Notice No. MHSD/06/2017
Job Classification: Grade 02
Ministry/Department/Unit: Department of Waste Management
Position Details: One year probationary period
Established position
Full-time
Employment Type:
Remuneration/Benefits: **Salary range \$17,435 - \$23,915** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Sanitation Officer (Virgin Gorda)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance within the Centre to ensure that all matters are dealt with professionally and in a timely manner.

MAIN RESPONSIBILITIES

1. Performs assigned cleaning duties on a daily basis, providing a clean and tidy environment with due regard to Health & Safety procedures and policies, and with responsibility towards staff and the general public, including:
 - a. Cleans streets, sidewalks, road sides and public areas.
 - b. Works as a Dump Warden or Loader on the garbage trucks as and when required.
 - c. Assists in any minor maintenance and repair works for the Department.
2. Performs any other related duties as required by the 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 relationships with others in the team, including your manager
3. Manages own work effectively
4. Ensures own actions reduce risks to health and safety
5. Contributes to the effective use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Use of equipment
- Exposure to chemicals, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- One (1) year experience in related field
- Basic knowledge of Government structure, policies and procedures
- Sound knowledge of Health & Safety Regulations, Policy and Procedures
- Sound knowledge and use of cleaning materials and equipment
- Sound interpersonal skills
- Ability to work with minimal supervision

HOW TO APPLY

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

Agency:

Permanent Secretary
Ministry of Health and Social Development
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.