

**Opening Date:** 4 July 2017  
**Closing Date:** 18 July 2017  
**Location:** Tortola  
**Vacancy Notice No.** MHSD/08/2017  
**Job Classification:** Grade 04  
**Ministry/Department/Unit:** Department of Waste Management  
**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 Plant Maintenance Officer

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist in the maintenance of department vehicles and equipment to ensure the effective and efficient running of the incinerator plant and department resources.

### MAIN RESPONSIBILITIES

1. Assists in the maintenance of the department's vehicles and equipment as well the incinerator plant and other mechanical devices affiliated to ensure the effective and efficient running of the incinerator plant and department resources.
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. Organises and develops self
2. Develops and maintains effective working relationships in team
3. Encourages innovation in the team
4. Organises and maintains information
5. Communicates information

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Incinerator environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Three (3) years working experience
- Certified Mechanic
- Good knowledge of Government structure, policies and procedures
- Good knowledge in electrics and welding
- Good knowledge of mechanic skills
- Good interpersonal and organisational skills
- Good oral and written communication skills

### 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](mailto:www.hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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.*