

Opening Date: 2 August 2017
Closing Date: 24 August 2017
Location: Tortola
Vacancy Notice No. MHSD 10 of 2017
Job Classification: Grade 04
Ministry/Department/Unit: Department of Waste Management
Position Details: One year probationary period
Non-established position
Full-time
Employment Type:
Remuneration/Benefits: **Salary range \$19,440 - \$29,088** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Recycling Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform assigned recycling duties for the Solid Waste Unit whilst ensuring the working practices of yourself and your team to reduce risks to health and safety.

MAIN RESPONSIBILITIES

1. Performs assigned recycling duties with due regard to Health & Safety procedures and policies, and with responsibility towards staff and the general public, including:
 - a. Sorting the garbage for bottles, removing any metals found and crushing bottles
 - b. Assisting maintenance crew on emergencies or breakdowns
 - c. Using Loader
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
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Three (3) years' experience in related field
- Mechanical skills
- Good knowledge of Government structure, policies and procedures.
- Basic knowledge of using loader
- Basic 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, 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 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.

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.