

**Opening Date:** 2 August 2017  
**Closing Date:** 24 August 2017  
**Location:** Tortola  
**Vacancy Notice No.** MHSD 13 of 2017  
**Job Classification:** Grade 03  
**Ministry/Department/Unit:** Department of Waste Management  
**Position Details:** One year probationary period  
Non-established position  
**Employment Type:** Full-time Shift Schedule: 5 a.m. to 1 p.m.  
**Remuneration/Benefits:** **Salary range \$18,367 - \$27,471** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Heavy Equipment Operator II

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will assist department works by operating heavy equipment and maintenance of equipment in order for works to be completed efficiently and to an acceptable standard.

### MAIN RESPONSIBILITIES

1. Operates and maintains the department's heavy equipment in order to assist in the day to day running of the department.
2. Performs any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

### BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Ensures own actions reduce risks to health and safety
4. Contributes to the effective use of resources
5. Communicates clearly and effectively

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Two (2) years working experience
- Valid BVI driver's licence
- Sound knowledge of Government structure, policies and procedures
- Ability to safely operate all heavy equipment and trucks
- Good oral and written communication skills
- Good interpersonal 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](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.

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](http://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](http://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.*