

**Opening Date:** 24 October 2016  
**Closing Date:** 07 November 2016  
**Location:** Tortola  
**Vacancy Notice No.** MHSD/14/2016  
**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

### Assistant Programme Supervisor

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will supervise garbage collection crews to ensure departmental standards are upheld.

#### MAIN RESPONSIBILITIES

1. Coordinates, supervises and changes garbage collection crews as required to ensure their duties are carried out efficiently and in a timely manner.
2. Records staff attendance and reports any unauthorised absences or misconduct to the Program Supervisor to ensure further action may be taken if necessary.
3. Oversees weekly cleaning of sanitation vehicles to ensure consistent standards of cleanliness are maintained.
4. Liaises with other Solid Waste supervisors to ensure effective flow of information.
5. Coordinates meetings and events, attends, records and reports minutes as required.
6. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

#### BEHAVIOURAL COMPETENCIES

1. Develops and maintains effective working relationships within your team
2. Plans and allocates work to your team
3. Maintains the quality of your team's work
4. Ensures the working practices of yourself and your team reduce risks to health and safety
5. Organises the team's resources

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Three (3) years in related field
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment
- Ability to interact well with others and be organized
- Ability to supervise others
- Ability to work with minimal supervision
- Sound oral and written communication 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 Health and Social Development**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

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.*