

**Opening Date:** 23 November 2016

**Closing Date:** 07 December 2016

**Location:** Tortola

**Vacancy Notice No.** MHSD/18/2016

**Job Classification:** Grade 01

**Ministry/Department/Unit:** Department of Waste Management

**Position Details:** One year probationary period

Non-established position

**Employment Type:** Part-time 5:00 p.m. to 7:00 p.m.

**Remuneration/Benefits:** **Salary range \$16,643 – \$22,835.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Cleaner

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will perform laundress and cleaning duties throughout the Department to provide a clean, tidy and sanitized environment on a daily basis.

### MAIN RESPONSIBILITIES

1. Provides a clean and sanitized working environment on a daily basis by:
  - a) Dusting & polishing all surfaces
  - b) Sweeping/mopping/vacuuming all floors
  - c) Emptying trash bags
  - d) Cleaning windows
2. Performs assigned cleaning duties with due regard to Health & Safety procedures and policies, and with responsibility towards staff and the general public.
3. Keeps an inventory for cleaning supplies advising when re-ordering is necessary.
4. Prepares a requisition of cleaning supplies to be ordered and report any faults or incidents to the Supervisor in a timely manner in order to maintain clean, safe and sanitized environment.
5. 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

- Normal office/domestic environment
- Exposure to chemicals, dust and fumes

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Good knowledge of cleaning agents and equipment
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of Health & Safety Regulations, Policy and Procedures
- Basic oral, reading and written communication skills
- Sound knowledge and ability in housekeeping, and use of cleaning materials and equipment
- Basic knowledge of the use of standard office equipment
- Sound interpersonal skills
- Ability to work with minimal supervision

### 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.*