

Opening Date: 24 March 2017
Closing Date: 07 April 2017
Location: Tortola
Vacancy Notice No. MNRL 02/2017
Job Classification: Grade 02
Ministry/Department/Unit: Department of Agriculture
Position Details: One year probationary period
Non-established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$17,435 – \$23,915.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Labourer (General)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist in the maintenance of the department's public structures, fencing and irrigation systems in order to ensure the health and safety of others and effective agricultural management.

MAIN RESPONSIBILITIES

1. Install and maintain irrigation systems in order to maintain crops.
2. Assist with the fencing of pastures and maintenance of pipes in order to facilitate effective agricultural management.
3. Undertake minor maintenance and repair work on the department's public structures in order to ensure the health and safety of others.
4. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

BEHAVIOURAL COMPETENCIES

1. Ensures own actions reduce risks to health and safety
2. Observes departmental standards for own conduct
3. Manages own work effectively
4. Communicates clearly and effectively
5. Manages relationships with others in the team, including your manager

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Exposure to animal pests and diseases, dead animals, pharmaceuticals and/or allergens, biological/laboratory materials

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- One (1) year working experience in a related area
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of irrigation equipment
- Basic interpersonal skills
- Basic oral and written communication skills
- Basic time management and organisational 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 Natural Resources and Labour
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hldbvi@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.