

Opening Date: 12 May 2017
Closing Date: 26 May 2017
Location: Tortola
Vacancy Notice No. 28/2017
Job Classification: Grade 9/11/12
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$28,818 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Civil Engineer I/II/III

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will prepare construction designs and inspect construction projects to ensure conformity to Building Codes and to support the Department in meeting its objectives.

MAIN RESPONSIBILITIES

1. Design and prepare detailed engineering drawings in accordance with relevant codes and standards.
2. Supervise and oversee the planning, design and construction of civil engineering projects to ensure adherence to building codes and regulations and that adequate levels of standards are maintained
3. Prepare annual report for budget and expenditure to ensure financial targets and requirements are met in the Section.
4. Prepare, design and estimate costs for Government infrastructure projects to ensure implementation within budget and schedule.
5. Prepare Gantt Charts for project management purposes to ensure projects are implemented within budget and schedule.
6. Liaise with relevant officers to ensure flow of information.
7. Provide technical training and assistance as required.
8. 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 department.

BEHAVIOURAL COMPETENCIES

1. Manages own resources and professional development
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Analyses information
5. Provides information and advice to others
6. Allocates work to teams and individuals

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork
- Outdoor environment
- Construction environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Civil Engineering
- One (1) to five (5) years' experience
- Good to Sound knowledge of Government structure, policies and procedures
- Basic to Sound knowledge of accessibility guidelines and sustainable development principles
- Good to Excellent knowledge of managing construction projects
- Excellent knowledge of infrastructure civil engineer design standards, codes and procedures
- Excellent knowledge of road construction and engineering
- Ability to prepare and produce technical drawings
- Basic to Sound knowledge of Microsoft Project, Civil 3D, Auto CAD, and related CAD programs to include road overlay application
- Ability to prepare and produce technical drawings
- Excellent analytical and decision-making skills
- Ability to work well under pressure
- Good to Sound oral and written communication skills
- Good to Sound interpersonal skills and the ability to work as a team player

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:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrcbvi@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

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrcbvi@gov.vg

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.

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