

**Opening Date:** 10 April 2018  
**Closing Date:** 24 April 2018  
**Location:** Tortola  
**Vacancy Notice No.** GG 06 2018  
**Job Classification:** Grade 04  
**Ministry/Department/Unit:** Police Department  
**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 Mason/Carpenter

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will carry out all masonry or related duties assigned.

### MAIN RESPONSIBILITIES

1. Perform basic repair on Government Buildings or road projects as assigned.
2. Remodel Government buildings interior and exterior.
3. Construction of walls for culverts, retaining walls, sidewalk, etc.
4. Mixing and laying concrete for repair or construction of road pavement/ sidewalks.
5. Perform some administrative duties including keeping a daily log of tasks, preparing material and supply lists based on job requirements.
6. Perform 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 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
6. Anticipates and assists change
7. Solves problems and makes decisions

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Workshop/garage environment
- Exposure to chemicals, dust and fumes

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school diploma or equivalent
- Two (2) years' experience in Construction or related area
- On the job training or Construction Technology
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge in the field of construction
- Ability to operate power or manual tools associated with your job
- Ability to read and understand measuring tapes or slide rulers
- Ability to read building specifications, blueprints and as-builds
- Working knowledge of standard practices, tools, equipment and methods of trade
- Good interpersonal skills
- Good oral and written communication skills
- Good 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 (Acting)  
Deputy Governor's Office  
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.*