

JOB VACANCY NOTICE  
**Carpenter I**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



**Opening Date:** 11 January 2019  
**Closing Date:** 25 January 2019  
**Location:** Tortola  
**Vacancy Notice No.** MCW/3/2019 (**INTERNAL APPLICANTS ONLY**)  
**Job Classification:** Grade 4  
**Ministry/Department/Unit:** Public Works Department  
**Position Details:** One year probationary period  
Non-established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$19,440 – \$29,088**. Salary is commensurate with relevant qualifications and experience.

#### ROLE SUMMARY

The successful applicant will perform major and minor maintenance and repairs on assigned Government Buildings – Interior and Exterior. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

#### MAIN RESPONSIBILITIES

1. Repairs and installs cabinets, doors, windows, locks etc.
2. Refurbishes desks, counter tops, cabinets, cupboards, etc.
3. Repairs drains, spouts and gutters.
4. Maintains and properly stores all carpentry tools and equipment assigned.
5. Keeps carpentry workshop and surrounding area clean and neat.
6. Performs some administrative duties including keeping a daily log of tasks and preparing a preventative maintenance schedule.
7. 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. 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
- Occasional exposure to dust, rain and sun
- Unusual and extended work hours

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Five (5) years' experience in carpentry or related duties
- Valid BVI driver's licence
- Basic knowledge of Government structure, policies and procedures
- Excellent skills in various types of woodcutting and joinery
- Ability to operate power or manual tools associated with your job
- Ability to operate required equipment in a safe and responsible manner
- Ability to read building specifications, blueprints and as-builds
- Ability to follow verbal and written instructions
- Good interpersonal 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**  
**Ministry of Communications and Works**  
**Central Administration Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hredployment@gov.vg](mailto:hredployment@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.*