

**Opening Date:** 19 June 2018  
**Closing Date:** 3 July 2018  
**Location:** Tortola  
**Vacancy Notice No.:** MCW/11/2018 (**INTERNAL APPLICANTS ONLY**)  
**Job Classification:** Grade 7  
**Ministry/Department/Unit:** Water and Sewerage Department  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$24,485 – \$38,906**. Salary is commensurate with relevant qualifications and experience.

**JOB VACANCY NOTICE**  
**Senior Pump Technician**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will perform assigned installation, repair and routine maintenance duties on the Unit's water and sewerage pumps and associated resources, to ensure continued water supply both locally and to the sister islands. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

#### MAIN RESPONSIBILITIES

1. Perform assigned installation, repair and routine maintenance duties on the Unit's water and sewerage pumps and associated appurtenances to ensure these are well functioning at all times. This includes:
  - a) Install, repair and maintain pump installations
  - b) Procurement of parts from stores
  - c) Maintain the standby generator and advise superiors if additional resources are needed to help ensure best possible maintenance.
2. Maintain an inventory of supplies in order to complete requisitions of tools and equipment needed to ensure efficiency and effectiveness in completing maintenance and repair tasks.
3. 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. Manage self to set an example to staff
2. Maintain time to meet personal objectives
3. Gain the trust and support of colleagues
4. Maintain work activities to meet requirements, including quality
5. Maintain a healthy, safe and productive working environment

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor Environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Certification as a Pump Technician and Electrician
- Seven (7) years working experience in the installation, operation and maintenance of pumps or in a related field
- Good knowledge of Government structure, policies and procedures
- Sound knowledge of the installation, repair and routine maintenance of pumps
- Sound knowledge of the use of tools and equipment regularly used for the installation and maintenance of pumps
- Sound analytical and decision-making skills
- Sound oral and written communication skills
- Sound time management and organisational skills
- 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:

**Permanent Secretary**  
**Ministry of Communications and Works**  
**Central Administration Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

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