

Opening Date: 27 September 2018
Closing Date: 11 October 2018
Location: Tortola
Vacancy Notice No.: MCW/14/2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 3
Ministry/Department/Unit: Water and Sewerage Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$18,367 – \$27,471**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Systems Operator I
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage customers' water meters efficiently. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Department through administration of daily operations, by obtaining timely and accurate readings on water meters, disconnect/reconnect water supply service, inspect premises, and make the necessary repairs / maintenance as required.
2. Manage the reading of bulk meter at designated locations efficiently.
3. Manage the maintenance of the meters and connections to include, change, inspect, record and report irregularities to the Supervisor such as defects, damage and unauthorised connections to ensure they are dealt with promptly.
4. Assist and work alongside the Operations and Maintenance Division on the leak detection programme and assist with the installation of new service connections.
5. 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. Observes departmental standards for own conduct
2. Manages relationships with others in the team, including manager
3. Manages customer relationships
4. Ensures actions reduce risk to health and safety
5. Contributes to the effective use of resources

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Outdoor Environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Certificate or equivalent
- Two (2) years working experience
- Valid BVI driver's license
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of local geography
- Sound knowledge of water meter devices and equipment (be able to notice defects)
- Good oral and written communication skills
- Good time management and organisational skills
- Good 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: hrrdbvi@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.