MAIN RESPONSIBILITIES the effective and efficient management of the plant. MAIN RESPONSIBILITIES 1. Supervise the operation of the plant and schedule periodic maintenance of the asphalt plant to ensure effective and efficient management of the plant. 2. Maintain accurate time and attendance record for all assigned staff on a daily basis in order to complet and submit weekly time sheets to the accounts section. 3. Ensure effective and efficient use of department resources by maintaining a daily log of material quantit used and produce weekly reports on stock balances for the Supervisor. 4. Monitor the asphalt mix to ensure that it meets the established specifications and quality. 5. Perform any other related duties as required by Supervisor or any other senior officer in order to contribut the effectiveness and efficiency of the Ministry/Department. BEHAVIOURAL 1. Develops own skills to improve performance 2. Manages time to meet personal objectives 3. Gains the trust and support of line manager, colleagues and teams 4. Mointains a healthy, safe and productive work environment 5. Maintains work activities to meet requirements 5. Maintains on the use of resources Workshop environment 6. Makes recommendations for the use of resources Workshop environment 7. High School Certificate or its equivalent Five (5) years working experience in the field 7. Valid BVI driver's license Valid BVI driver's license 8. Backinde of Government structure, policies and proce	Closing Date: Location: Vacancy Notice No. Job Classification: Ministry/Department/Unit: Position Details: Employment Type:	MCW/19/2018 Grade 06 Public Works Department One year probationary period Established position	
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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 Complex Road Town, Tortola VG 1110 British Virgin Islands Or by email: www.hrdemployment@gov.vg

Applicants should submit the Employment Application (available at: <u>www.bvi.gov.vg</u>); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal letters; certified copies of identification, reference 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 <u>www.bvi.gov.vg/services/emp</u>.

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.

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 hrdbvi@gov.vg