

Opening Date: 24 March 2023
Closing Date: 07 April 2023
Location: Tortola
Vacancy Notice No. GG 12 of 2023
Job Classification: Grade 6
Ministry/Department/Unit: Police Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$22,770-\$24,182 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Mechanic II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will repair and maintain vehicles to ensure the health and safety of others.

MAIN RESPONSIBILITIES

1. Troubleshoot and carry out routine maintenance and repairs of all vehicles and equipment in a professional and timely manner to ensure the effective and efficient use of government resources.
2. Clean the workshop and surrounding areas to ensure the health and safety of yourself and others.
3. Assist with the weekly detailing of vehicles in order to maintain vehicles effectively.
4. Perform some administrative duties including keeping a daily log of tasks and preparing a preventative maintenance schedule.
5. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

BEHAVIOURAL COMPETENCIES

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. Maintains a healthy, safe and productive work environment
5. Maintains work activities to meet requirements
6. Makes recommendations for the use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or its equivalent
- Five (5) years working experience in the field
- Training in auto mechanic/body welding
- Basic knowledge of Government structure, policies and procedures
- Working knowledge of standard practices, tools, equipment, vehicles and plant
- 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
Deputy Governor's Office
Road Town, Tortola VG 1110
British Virgin Islands**

or by email: hrrbvi@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.