

Opening Date: 10 November 2023
Closing Date: 24 November 2023
Location: Tortola
Vacancy Notice No. MCW 9 of 2023
Job Classification: Grade 4
Ministry/Department/Unit: Department of Facilities Management
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$19,440-\$24,867 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Courier and Chauffeur Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will support the efficient movement of information, resources and people between government ministries, departments, statutory agencies and vendors.

MAIN RESPONSIBILITIES

1. Utilize the provided technology (e.g. smart phone or tablet) to interpret data and information from the authorized courier application to efficiently receive and deliver documents, packages and/or other resources.
2. Monitor and retrieve the details of request to deliver or retrieve documents, packages and/or other resources from the courier application.
3. Plan and follow the most efficient routes for delivering documents, packages and/or other resources.
4. Collect and deliver documents, packages and/or other resources from the sending ministry/department and receiving ministry/department in a timely manner.
5. Input updates to the courier application system to notify the sending and receiving Departments/Ministries of the completed transaction.
6. Adhere to relevant safety regulations and laws governing vehicle operation and ensure that passengers follow regulations.
7. Perform routine maintenance on assigned vehicle by monitoring gas levels, tire pressure and other basic systems checks; ensures the exterior and interior is maintained in accordance with standards.
8. Communicate with Courier and Chauffeur Supervisor using the relevant technology to exchange information and receive requests for passenger service.
9. Transport public officers according to requests, appointments, or schedules.
10. Assist passenger with entering and exiting the vehicle, and help them with belongings as necessary.
11. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct.
2. Manages own work effectively.
3. Manages customer relationships.
4. Communicates clearly and effectively.
5. Contributes to the effective use of resources.
6. Manages relationships with others in the team, including your manager.

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Fieldwork
- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- Two (2) years' working experience
- Valid Virgin Islands Driver's License and the ability to drive a vehicle with automatic and manual transmission
- The ability to bend, stretch, stoop and perform other physical movements
- Ability to lift and manipulate objects which may weigh up to 25 lbs
- Must be able to maintain strict levels of confidentiality and demonstrate values and principles of integrity
- Sound knowledge of Government policies and procedures
- Sound critical thinking skills
- Excellent interpersonal skills
- Sound oral and written communication skills
- Sound knowledge of location and addresses throughout the territory
- Ability to efficiently utilize appropriate technology and GPS system

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 Communication & Works
Road Town, Tortola VG 1110
British Virgin Islands

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

or by email: hrdbvi@gov.vg

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.