

Opening Date: 22 July 2022
Closing Date: 5 August 2022
Location: Tortola
Vacancy Notice No. MHSD 14 of 2022
Job Classification: Grade 2
Ministry/Department/Unit: Social Development Department
Position Details: One year Probationary period
Established position
Employment Type: Part-time
Remuneration/Benefits: Salary range **\$11,703 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Maid (Senior Citizen's Programme) (East End)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform cleaning duties throughout the Department to provide a clean, tidy and sanitized environment on a daily basis.

MAIN RESPONSIBILITIES

1. Provide a clean and sanitized working environment on a daily basis by:
 - a. Dusting & polishing all surfaces
 - b. Sweeping/mopping/vacuuming all floors
 - c. Emptying trash bags
 - d. Cleaning windows
2. Perform assigned cleaning duties with due regard to Health & Safety procedures and policies, and with responsibility towards staff and the general public.
3. Keep an inventory for cleaning supplies advising when re-ordering is necessary.
4. Prepare a requisition of cleaning supplies to be ordered and report any faults or incidents to the Supervisor in a timely manner in order to maintain clean, safe and sanitized environment.
5. 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 department.

BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages relationships with others in the team, including your manager
3. Manages own work effectively
4. Ensures own actions reduce risks to health and safety
5. Contributes to the effective use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office/domestic environment
- Exposure to chemicals, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate
- Minimum one (1) year's work experience in cleaning/housekeeping
- Good knowledge of cleaning agents and equipment
- Basic knowledge of Government structure, policies and procedures
- Sound knowledge and ability in housekeeping, and use of cleaning materials and equipment
- Sound knowledge of Health & Safety Regulations, Policy and Procedures
- Sound interpersonal skills
- Ability to work with minimal supervision
- Basic oral, reading and written communication skills
- Basic use of standard office equipment

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 Health and Social Development
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrgbvi@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.