

**Opening Date:** 29 March 2023  
**Closing Date:** 12 April 2023  
**Location:** Tortola  
**Vacancy Notice No.** MNRL 1 of 2023  
**Job Classification:** Grade 4  
**Ministry/Department/Unit:** Land and Survey Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$19,440-\$21,852 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Assistant Surveyor

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide assistance to the Surveyor to ensure all survey related matters are dealt with professionally and in a timely manner.

### MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the supervision of assigned staff.
2. Verifies "Fit" and complete "Remainder" areas using CIMS in a timely and efficient manner.
3. Assists in the return of all incorrect surveys to private surveyors and filing of check sheets to ensure the smooth operations of the Department.
4. Administers and maintains records and systems ensuring security of data.
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 conducts
2. Manages own work effectively
3. Contributes to the effective use of resources
4. Communicates clearly and effectively
5. Develop and maintain effective working relationship within your team

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- Three (3) years practical experience in surveying
- Good knowledge of Government policies, structures, procedures and laws
- Good knowledge of AutoCAD, use of GPS and Total Stations Surveying equipment
- Good knowledge and use of Geographical Information Systems, ArcG.I.S or related software
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment
- 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 Natural Resources and Labour**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
or by email: [hrgbvi@gov.vg](mailto:hrgbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*