

**JOB VACANCY NOTICE**  
**Assistant Systems**  
**Operator Supervisor**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



**Opening Date:** 29 November 2021  
**Closing Date:** 13 December 2021  
**Location:** Tortola  
**Vacancy Notice No.** MTWU 3 of 2021  
**Job Classification:** Grade 6  
**Ministry/Department/Unit:** Water and Sewerage Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Part-time  
**Remuneration/Benefits:** Salary **\$22,770 per annum**. Salary will be commensurate with qualifications and experience.

**ROLE SUMMARY**

The successful applicant will ensure the proper operation, maintenance and development of the water system in the Virgin Islands.

**MAIN RESPONSIBILITIES**

1. Ensure the smooth and efficient operations of the unit and the supervision of assigned staff.
2. Perform some administrative duties including keeping a daily log of tasks, preparing reports, preparing material and supply lists based on job requirements.
3. Assist with general repairs, building, installation, moving, and maintenance projects.
4. Report mechanical and electrical problems to the supervisor and assist in alleviation of such problems to ensure these are remedied in a timely manner.
5. Assist with the coordination of meetings, training sessions and workshops to ensure awareness of policies and procedures.
6. Assist with water operations and maintenance activities.
7. Construct manholes, reinstate roads and other concrete structures.
8. 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. Organise and develop yourself
2. Develop and maintain an effective working relationship within your team
3. Ensure the working practices of yourself and your team reduce risks to health and safety
4. Contribute to the effective use of resources
5. Maintain the quality of your team's work

**WORKING CONDITIONS/  
ENVIRONMENTAL FACTORS**

- Normal Office Environment
- Exposure to electricity
- Workshop environment
- Fieldwork (Hazardous Conditions)

**MINIMUM  
QUALIFICATIONS AND  
EXPERIENCE**

- High School diploma or equivalent
- Trained in carpentry/joinery/masonry
- Five (5) years' experience in woodwork, carpentry and general building maintenance
- Certificate in woodwork/carpentry
- Good knowledge of Government structure, policies and procedures
- Sound knowledge of standard plumbing and construction practices, tools, materials, equipment and methods of the trade
- Sound knowledge of carpentry/masonry
- Sound knowledge in general building maintenance
- Good interpersonal skills
- Ability to work with minimal supervision
- Good oral and written communication
- Sound supervisory 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**  
**Ministry of Transportation, Works and Utilities**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrcbvi@gov.vg](mailto:hrcbvi@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.*