

# JOB VACANCY NOTICE

## 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 4 of 2021  
**Job Classification:** Grade 7  
**Ministry/Department/Unit:** Water and Sewerage Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Part-time  
**Remuneration/Benefits:** Salary **\$24,485 per annum**. Salary will be commensurate with qualifications and experience.

#### ROLE SUMMARY

The successful applicant manages the operation and maintenance of the Sewerage System and Sewerage Treatment plants to ensure the efficient and aesthetic environmentally safe collection and disposal of sewerage.

#### MAIN RESPONSIBILITIES

1. Co-ordinate repairs and maintenance in accordance with approved practices in order to maintain an effective and efficient completion of tasks.
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 the coordination of meetings, training sessions and workshops to ensure awareness of policies and procedures.
4. Keep an inventory of all tools, equipment and materials and ensure that these are correctly maintained in order to facilitate effective and efficient use of resources.
5. Supervise the construction of extensions works and make new water connections in accordance with the approved plumbing practices to ensure an effective and efficient water network is available to the Territory.
6. Collect requested field information and submit to the Senior Draughtsman for updating to ensure that up to date information is available when required.
7. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Department.

#### BEHAVIOURAL COMPETENCIES

1. Maintain work activities to meet requirements, including quality
2. Inform and advise others
3. Contribute to the control of resources
4. Gain the trust and support of the team
5. Gather required information

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Workshop environment
- Outdoor environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Certificate in Natural Science
- Seven (7) years' experience in the related field
- Sound knowledge of Government structure, policies and procedures.
- Sound knowledge of how to read plans and build infrastructure according to plans
- Ability to connect irrigation equipment and maintain them
- Ability to repair electrical installations
- Sound interpersonal skills
- Sound oral and written communication skills
- Ability to prepare cost estimates
- Basic knowledge of project management

#### 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: [hrrbvi@gov.vg](mailto:hrrbvi@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.*