

**Opening Date:** 12 January 2022  
**Closing Date:** 26 January 2022  
**Location:** Tortola  
**Vacancy Notice No.** 1 of 2022  
**Job Classification:** Grade 9  
**Ministry/Department/Unit:** Department of Waste Management  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$28,818 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE Incinerator Plant Manager

Government of the Virgin Islands



## ROLE SUMMARY

The successful applicant will assist with the technical, personnel and administrative management of the incinerator plant to ensure that the department's objectives are efficiently executed and to an acceptable standard.

## MAIN RESPONSIBILITIES

1. Develops and implements training programs for new all personnel to ensure that new personnel understand the necessary policies and procedures.
2. Manages the activities of the facility and inform the manager of plans, activities, accomplishments and necessary improvements in order to meet objectives.
3. Keeps abreast of developments in the field of quality improvement and quality assurance.
4. Attends meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
5. Coordinates meetings and events, attend, record and report minutes as required.
6. Schedules major maintenance and repair programmes and assumes shared responsibility for on call emergency maintenance or repairs to the incinerator plant and equipment to ensure the effective and efficient running of the incinerator plant.
7. Formulates and implements maintenance, safety, cleanliness and record keeping procedures as required to ensure that tasks are completed using the same methodology and standard.
8. Submits reports as required to the Manager to ensure effective information flow.
9. Performs any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

## BEHAVIOURAL COMPETENCIES

1. Maintains work activities to meet requirements, including quality
2. Maintains a healthy, safe and productive working environment
3. Makes recommendations for improvements to work activities
4. Contributes to the control of resources
5. Provides leadership and encourage innovation in the organisation
6. Informs and advise others

## WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Incinerator environment
- Extreme conditions involving smoke, heat and toxic gases

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent
- Certified Plant Operator/Technician
- Training in mechanics
- Three (3) years working experience in a mechanical related field in a supervisory position
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of incinerator plant operations
- Sound supervisory and organisational skills
- Good oral and written communication skills
- Good interpersonal 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:

**Public Service Commission**  
**c/o Department of Human Resources**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

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