

Opening Date: 6 October 2021
Closing Date: 20 October 2021
Location: Tortola
Vacancy Notice No. 32 of 2021
Job Classification: Grade 13
Ministry/Department/Unit: Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$42,486-\$47,754 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Maintenance Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will maintain, advise and supervise any maintenance and repair work within the school buildings in order to maintain all premises at the required standard.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of schools' maintenance unit and the supervision of assigned staff.
2. Secure the services of skilled workers when necessary and act as a liaison between contractors and the Ministry in order to facilitate school projects effectively.
3. Advise the Ministry on designs for new buildings and any renovation works and advice on the plans that are submitted for this in order to facilitate effective management of the school and Ministry.
4. Maintain the school buildings and prepare relevant reports on the physical condition of public schools in order to keep the buildings in a satisfactory condition.
5. Perform 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. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the control of resources
4. Manage self to set an example to staff
5. Maintain work activities to meet requirements including quality
6. Consider opportunities for change

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Building Construction or Project Management
- Three (3) years' experience in construction management or project management
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of maintenance and project management
- Sound knowledge of standard practices, tools, materials, equipment and methods of the trade
- Sound knowledge of Building Construction and Maintenance
- Good interpersonal and supervisory skills
- Sound analytical and decision-making skills
- Sound knowledge of the use of standard office equipment and related computer applications
- Sound organisation skills
- Sound oral and written communication 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
2nd Floor Simms Building
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.