



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** Tank Attendant  
**MINISTRY:** Ministry of Home Affairs, Public Utilities and Transportation  
**DEPARTMENT:** Water Undertaking  
**LOCATION:** South Caicos

### **JOB SUMMARY**

Manage and operate the water issue points assigned to, by issuing water and collecting associated fees.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Ensure the issue tanks are filled with water on a daily basis for issuing the next day;
- Issue water to customers in an orderly manner;
- Collect, record and submit payments for water purchased at the Issue Points

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- High School Diploma
- One-year experience in a similar position
- Good public relations – dealing with customers
- Ability to work unsupervised

**SALARY:** - \$745.38 bi-weekly

### **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**“We thank all applicants for their interest, however, only persons selected for an interview will be contacted”.**





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