

No. 14 of 2024

**VIRGIN ISLANDS
PUBLIC SERVICE MANAGEMENT ACT, 2024
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I ASSENT

(Sgd.) Daniel Pruce
Governor.
15th November, 2024

VIRGIN ISLANDS

No. 14 of 2024

AN ACT TO CONTINUE THE PUBLIC SERVICE, TO DEFINE ITS ROLE AND TO PROVIDE FOR CONNECTED MATTERS.

[Gazetted 21st November, 2024]

ENACTED by the Legislature of the Virgin Islands as follows:

PART I

PRELIMINARY

Short title and commencement

1. (1) This Act may be cited as the Public Service Management Act, 2024.

(2) This Act shall come into force on such date as the Governor may, by Proclamation published in the *Gazette*, appoint.

Interpretation

2. (1) In this Act, unless the context otherwise requires,

“allowances” means a financial entitlement paid to officers and employees in addition to salary;

“appointment” means the conferment of an office of emolument in the service and includes a transfer, a promotion, and an acting appointment;

“Attorney General” means the person appointed in accordance with section 58 of the Constitution;

“Auditor General” means the person appointed in accordance with section 109 of the Constitution;

- “Cabinet Secretary” means the person appointed in accordance with section 51 of the Constitution;
- “Cadet Programme” means a post-tertiary transition programme established to train and develop Virgin Islanders and Belongers for key roles within the Public Service;
- “calendar year” means any twelve-month period beginning 1st January and ending 31st December;
- “class” or “class of posts” means a post or group of posts involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same title, schedule or grade of pay can be reasonably applied to, all posts in the group;
- “classification” means the assignment of an office to a grade in the service;
- “Complaints Commissioner” means the person appointed in accordance with section 110 of the Constitution;
- “conditions of service” means the laws, codes, regulations, orders and other instruments that regulate the terms of service of an officer or employee, including (without prejudice to the generality of the foregoing) provisions regulating his or her tenure of office, transfer, promotion, disciplinary control, remuneration, leave and passages;
- “Constitution” means the Virgin Islands Constitution Order 2007, U.K. S.I. 2007 No. 1678;
- “Constitutionally Established Head” means a person appointed in accordance with the Constitution to hold or act in the office of Attorney General, Auditor General, Cabinet Secretary, Complaints Commissioner, Director of Public Prosecutions, Registrar of Interest, and Clerk, House of Assembly respectively and each of whom has responsibility for the management of an office specified in Part D of the Schedule 1;
- “days” means working days;
- “department” means an entity within the public service that has administration responsibility for implementing specific functions or areas of the public service, and which is listed in Schedule 1;
- “deployment” means, in relation to officers and employees, the assignment of an officer or employee for duties within a Ministry or Department, not involving a change in remuneration or duties;
- “Director” means the person holding or acting in the office of Director of Human Resources;
- “Director of Public Prosecutions” means the person appointed in accordance with section 59(1) of the Constitution;
- “employee” means any of the persons employed to the non-established division referred to in subsection 5;
- “employment” means engagement under a contract of service or of apprenticeship or a contract to execute personally any work or labour;
- “establishment” means an office or post which has been created for the normal and regular requirements of the service for which funds have been allocated

for the payment of emoluments and included in the Annual Budget Estimates of the Virgin Islands;

“grade” means any of the grades listed in the Schedule, and consists of a group of one or more posts in one or more departments which bear a common designation and are filled directly through an appointment to the grade and attracting the same level of remuneration;

“Head of Department” means, subject to subsection (2), an officer charged with the responsibility for the management of a department specified in Part C of the Schedule;

“job description” means the official description of a class of position which describes the nature of work, provides examples of work performed, and knowledge, skills and abilities and states the generally accepted minimum qualifications required for employment;

“Judicial and Legal Services Commission” means the Commission established under section 94 of the Constitution;

“Minister” means the Minister responsible for the administration of a ministry and includes a Junior Minister;

“ministerial staff” means the staff selected by the Minister to work in his or her office during the tenure of the Minister and includes special advisors, a chief of staff, communications specialists, private secretaries, overseas representatives, envoys and any other staff agreed to by Cabinet;

“ministry” means a division of government assigned to a Minister and includes departments and units under a Ministry;

“officer” or “public officer” means a person appointed to an office or post in the established division referred to in subsection (4);

“Permanent Secretary” means, subject to subsection (2), the holder of an office specified in Part B of Schedule 1;

“post” means any office in the service for which financial provision exists;

“prescribed” means prescribed by regulation;

“probationary period” means

(a) a period of up to one year following the employment of a public officer; or

(b) a period of up to one year following the promotion of a public officer,

for purposes of assessing the officer’s suitability for the post;

“promotion” means a change in the status of an officer or employee from a position in one class to a vacant position in another class of higher rank as measured by salary range and increased level of duties or responsibilities;

“public office” or “office” means any office of emolument in the service, whether pensionable or non-pensionable, which is shown under a personal emoluments sub-head in the Annual Budget Estimates of the Virgin Islands;

“Public Service” or “the service” means the service of the Crown in a civil capacity in respect of the Government of the Virgin Islands;

“Public Service Commission” means the Commission established under section 91 of the Constitution;

“Public Service Management Code” means the Public Service Management Code 2023 issued by the Governor and any amendments thereto;

“Registrar of Interest” or “Registrar” means the person appointed by the Governor under section 112(1) of the Constitution;

“relevant Commission” or “Commission” means the Public Service Commission, the Teaching Service Commission or the Judicial and Legal Services Commission, as the case may be;

“remuneration” means reward of employment in the form of salary, allowances, benefits (such as medical and pension plans), bonuses and monetary value of non-cash incentives;

“salary” means a regular fixed payment that an officer or employee earns for performing work during a specific period of time;

“salary range” means a minimum and maximum salary limit linked to a specific level of work;

“seniority” means the ranking order of a post in relation to another or the date on which the officer or employee is deemed to have entered that post in relation to another officer or employee;

“Teaching Service Commission” means the Commission established under section 93 of the Constitution;

“transfer” means the appointment of an officer or employee on a permanent basis to another post on the same grade where there is no foreseeable intention that he or she will return to the post that the officer was in prior to the transfer.

(2) In this Act, unless the context otherwise requires a reference to a Permanent Secretary or Head of Department shall include

- (a) a reference to a Constitutionally Established Head; or
- (b) a reference to a Head of Department who does not report to a Minister directly or through a Permanent Secretary.

(3) Unless the context otherwise requires, any reference to ‘this Act’ includes a reference to the Regulations made under this Act.

(4) A post in the established division means a full-time or part-time permanent post existing or created after the commencement of this Act and to which officers are appointed on

- (a) pensionable terms being full-time employment for an unspecified period of time whose conditions of service attract the earning of a pension;
- (b) probationary terms being full-time employment for an officer who has not yet completed the probationary period and who upon completion will be employed on pensionable terms;

- (c) provisional terms being full-time employment of an officer who does not meet the minimum requirements for full-time appointment;
- (d) contract terms being full-time employment for a specified period not less than 12 months.

(5) A post in the non-established division means a full-time or part-time non-permanent posts existing or created after the commencement of this Act and consists of the following description of employees holding posts which are not pensionable:

- (a) “temporary employee” being an employee engaged to perform specific duties because of a temporary increase in the work load for a specified period or a needs basis;
- (b) “relief employee” being an employee engaged to fill a post on a temporary basis as replacement for the regular incumbent;
- (c) “student employee” being a person employed who has been in full-time attendance as a student at an educational institution and affirms at the time of his or her appointment that he or she will return to full-time attendance at an educational institution in the same year;
- (d) “cadet employee” being a person employed under the Cadet Programme;
- (e) “ministerial staff” being persons employed to perform specific duties for a minister and section 7 shall apply with respect to their appointments;
- (f) “volunteer” means a person offering his or her services wholly or primarily without remuneration.

(6) A person who is an independent contractor is not an officer or employee of the service.

PART II

THE PUBLIC SERVICE

The Public Service

3. (1) The organisation in existence immediately before the coming into force of this Act known as the “Public Service” is, and shall, subject to this Act, continue to be, the Public Service.

(2) The public offices in the service set out and classified in Part A of Schedule 1 and in the Annual Budget Estimates, as updated and prepared by the Ministry of Finance shall from time to time be deemed to constitute the service for the purposes of this Act.

(3) A person who holds an office in the service that by subsection (2) is deemed to be an office in the service shall be referred to as a public officer.

Ministries and departments

4. (1) A ministry shall be constituted under a Minister who is assigned a portfolio of responsibilities in accordance with section 56 of the Constitution, and a ministry shall consist of

- (a) the Minister and his or her ministerial staff;
- (b) the Permanent Secretary unless otherwise agreed between the Governor and Premier, and other officers or employees of the ministry;
- (c) such other departments, divisions, sections, or other units within that ministry.

(2) Where more than one Permanent Secretary reports to the same Minister, the scope of responsibilities of each Permanent Secretary shall be delineated by the Governor, acting in accordance with the advice of the Premier.

(3) Ministries and departments of Government and their functions shall from time to time be those listed in Parts C, D and E of Schedule 1.

(4) Subject to section 51, the Governor shall, on the advice of the Premier, by Order published in the *Gazette*, amend Schedule 1 to

- (a) establish a new ministry or department;
- (b) abolish a ministry or department or change its name or function;
- (c) amalgamate or divide existing ministries or departments and designate the resulting ministry or department;
- (d) alter the designation of existing ministries or departments; and
- (e) change the titles of offices.

Minister's role in the service

5. A Minister's role in the Public Service shall be in accordance with the Constitution.

Delegation of functions of a Minister

6. (1) A Minister may from time to time, either generally or particularly, delegate to the Permanent Secretary or Head of Department any of his or her functions and powers under this Act.

(2) Every delegation under this section shall be in writing and no delegation shall include the power to delegate.

(3) The power of the Minister to delegate under this section

- (a) is subject to any restrictions or conditions contained in any other enactment in relation to the delegation of his or her function or powers; but
- (b) does not limit any power of delegation conferred on the Minister by any other enactment.

(4) Where a Permanent Secretary or Head of Department purports to act pursuant to any delegation under this section, that Permanent Secretary or Head of Department shall provide written proof of such delegation.

(5) No such delegation shall affect or prevent the exercise of any function or power by the Minister, nor shall any such delegation affect the responsibility of the Minister for the actions of any person acting under the delegation.

(6) Subject to subsections (7) and (8), a delegation under this section shall be revocable in writing at will, and any such delegation, until it is revoked, shall continue in force.

(7) If a Minister, by whom a delegation has been made ceases to hold office, the delegation shall cease forthwith.

(8) If a Permanent Secretary or Head of Department to whom any such delegation has been made ceases to hold office, the delegation shall cease forthwith.

Employing ministerial staff

7. (1) Ministerial staff shall be appointed on the basis of a contract between the individual and the Minister.

(2) The contract shall

(a) be in writing and signed by or on behalf of the parties to the contract; and

(b) specify the terms and conditions of employment including the terms for termination and expiration of the contract.

(3) Notwithstanding subsection (2)(b), the employment of ministerial staff terminates when the Minister for whose assistance the ministerial staff was employed ceases to hold office.

(4) Notwithstanding anything in any other enactment, a ministerial staff shall not, otherwise than with the approval of the Minister after consultation with the Permanent Secretary or Head of Department, direct an officer or employee of that ministry or department in relation to the manner in which that officer or employee is to perform the functions of his or her office in that ministry or department.

(5) A person appointed as ministerial staff shall meet the eligibility criteria for the specific post to which the appointment relates.

(6) For the purposes of determining pension, where a public officer, who is permanent and pensionable, is appointed on contract as a ministerial staff, the years of service of the officer under that contract shall count as service with the public service.

(7) Subject to subsection (3), the officer may be placed by the Department of Human Resources in a position in the public service, in accordance with his or her qualifications or returned to the position he or she occupied prior to the appointment as a ministerial staff.

PART III

DUTIES, RESPONSIBILITIES AND POWERS OF THE GOVERNOR AND DEPUTY GOVERNOR

Duties, responsibilities and powers of the Governor and Deputy Governor

8. (1) The duties, responsibilities and powers in relation to the public service of the Governor and Deputy Governor shall be exercised in accordance with the Constitution.

(2) In addition to subsection (1), the Deputy Governor shall perform such functions as may be delegated by the Governor pursuant to section 38(2) of the Constitution.

PART IV

PERMANENT SECRETARIES

Application of this Part

9. For the avoidance of doubt,

- (a) this Part does not apply to a Constitutionally Established Head;
- (b) where reference is made to the Minister it shall be read as the Deputy Governor in the case of the Permanent Secretary in the Office of the Deputy Governor.

Appointment of Permanent Secretaries

10. (1) The appointment of a Permanent Secretary shall be on a contractual basis for a term of employment not exceeding 5 years in the first instance and the terms and conditions of employment of a Permanent Secretary shall be in accordance with sections 60 and section 92 of the Constitution.

(2) A person appointed under this section shall be eligible for re-appointment for such number of terms as the Governor after consultation with the Premier, and acting in accordance with the advice of the Public Service Commission, may determine.

(3) For the purposes of determining pension, where a person who is permanent and pensionable, is appointed on contract pursuant to this section, the years the person has served in the public service shall continue to count as service with the public service.

(4) Subject to section 92 of the Constitution, upon the conclusion of a contract appointment under this section, an individual is entitled to return to their substantive role or grade, or to another suitable position for which they are qualified.

(5) For the avoidance of doubt, the pension of a person referred to in subsection (3) shall be calculated on the highest position or grade attained in the public service, unless otherwise agreed to in writing.

Functions of Permanent Secretaries

11. (1) Subject to this Act and to any other enactment relating to the assigned ministry, the functions of a Permanent Secretary, under the direction and control of a Minister, are to supervise the ministry and its departments in accordance with section 56(5) of the Constitution and in particular

- (a) to execute the strategic directives of the Minister in an efficient and effective manner;
- (b) to develop, plan, implement and report on policies, plans, initiatives, projects, and decisions in accordance with the directives of the Minister;
- (c) to manage and oversee the administrative functions of the Ministry and its departments, including matters related to budgeting and expenditure, procurement, human resource management, health and safety, record keeping, monitoring and evaluation, data management, disaster readiness, and such other matters as directed by the Minister;
- (d) to perform such other duties as may be specified by the Minister.

Supervision of departments by Permanent Secretaries

12. (1) Subject to section 56(5) of the Constitution, a Permanent Secretary may give directions to and set targets for a Head of Department of a department, under that Permanent Secretary, on any matter in fulfilment by the Head of Department of his or her duties, and the Permanent Secretary shall monitor and assess the Head of Department's performance in relation to such directions and targets.

(2) Notwithstanding subsection (1) a Permanent Secretary may not give directions to or set targets for a Head of Department on matters where the Head of Department is required by any other enactment to act independently or in accordance with the direction of a person or authority other than a Minister.

Delegation of powers

13. (1) Subject to any enactment, a Permanent Secretary may delegate any power or duty of the Permanent Secretary under this Act to an officer or an employee on the basis of

- (a) seniority; or
- (b) the specialised knowledge, expertise or resource of the person to whom the power or duty is delegated.

(2) The delegation shall be in writing and signed by the Permanent Secretary and the person to whom a power or duty is delegated under this section cannot delegate that power or duty.

(3) If a power or duty delegated under subsection (1), is exercised or performed by the delegate, that power or duty is to be taken to be exercised or performed by the Permanent Secretary who delegated it.

(4) Nothing in this section limits the ability of the Permanent Secretary to perform a function though delegated to an officer or employee.

Performance agreements and appraisals of Permanent Secretaries

14. (1) The Governor or his or her designee shall, enter into a performance agreement formulated in conjunction with the Minister with each Permanent Secretary upon appointment and of annual intervals.

(2) Regulations shall specify the expected performance of a Permanent Secretary.

(3) The performance of a Permanent Secretary shall be reviewed by means of an annual performance appraisal undertaken by the Governor and involving the Permanent Secretary concerned.

(4) The performance assessment shall be completed within 90 days after the end of the financial year, or as soon as practicable.

PART V

HEADS OF DEPARTMENT

Appointment of Heads of Department

15. (1) A Head of Department shall be appointed by the Governor, acting in accordance with the advice of a relevant Commission, after consultation with the Premier.

(2) Subject to section 95 of the Constitution, the appointment of a Head of Department may be on a contractual basis or to the Permanent and Pensionable Establishment, based on the exigencies of the Public Service.

(3) A Head of Department appointed on contractual terms shall be eligible for re-appointment for such number of terms as the Governor, acting in accordance with the advice of the Public Service Commission, may determine.

(4) The terms and conditions of employment of a Head of Department shall be in accordance with section 60 and section 92 of the Constitution.

(5) Upon the conclusion of a contract appointment under this section, an individual is entitled to return to their substantive role or grade, or to another suitable position for which they are qualified, subject to the provisions of section 92 of the Constitution.

(6) For the avoidance of doubt, there is no limit to the number of contract renewals a Head of Department can receive.

Functions of Heads of Department

16. (1) Subject to the direction and control of the Minister, the functions of a Head of Department shall be to

- (a) implement the strategic directives of the Minister;
- (b) manage the activities and programmes and oversee the department's budgets efficiently, effectively and economically;
- (c) perform such other functions as may be conferred under this Act or prescribed.

(2) Nothing in subsection (1) shall be read to as to limit the functions and duties of a Head of Department on matters where that Head of Department is required by any other enactment to act independently or in accordance with the direction of a person or authority other than a Minister.

Transfer of Heads of Department

17. Subject to section 92 of the Constitution, a Head of Department may be transferred on the request of a Permanent Secretary.

PART VI

ROLE OF THE DIRECTOR OF HUMAN RESOURCES

Role of the Director of Human Resources

18. (1) Subject to subsection (2), the Director shall provide administrative support and technical advice on human resource matters to the Governor, and shall be responsible for the management of human resources of the service.

(2) The Permanent Secretary of the Office of the Deputy Governor shall supervise the Director of Human Resources to ensure that the Director's functions under this Part are effectively carried out effectively.

(3) Without prejudice to the generality of subsection (1), the Director shall be responsible for

- (a) the oversight and administration of guidelines, policies and other enactments that may be developed from time to time for the management of human resources in the service;
- (b) the management of officers and employees in accordance with this Act;
- (c) the review of the terms and conditions of service and make recommendations to the Governor in respect of those terms and conditions;
- (d) the implementation of the Governor's decisions in relation to all human resources matters relating to officers and employees;
- (e) the general administrative oversight of the Department of Human Resources, in respect of
 - (i) the classification of posts;
 - (ii) grievances;
 - (iii) compensation and benefits; and
 - (iv) the terms and conditions of employment;
- (f) the industrial inter-relationships with the Public Service Association or other established associations and trade unions;
- (g) the maintenance of those records of officers and employees and an integrated human resources management information system of personnel records that aid in planning and decision-making;

- (h) advising the Governor on the development and maintenance of a system of classification of posts, as well as a pay plan, in the service and ensuring that the system is observed and in fixing the classifications;
- (i) the establishment of policies for the administration of performance management and evaluation of officers and employees;
- (j) the administration of pensions and gratuities and the computation of benefits;
- (k) the promotion of high levels of performance and productivity, setting work standards, developing results-oriented job descriptions and techniques that contribute to high morale, motivation and job satisfaction amongst officers and employees;
- (l) the processing of the recruitment and selection of officers and employees, particularly compliance with the requirements relating to appointments and promotions on merit;
- (m) workforce planning including identifying risks and strategies to minimise risks;
- (n) the appointment of employees into the non-established division and volunteers;
- (o) conducting human resource and training needs assessments, diagnosing constraints and opportunities for development and advancement, establishing areas of priorities based on the findings and take appropriate actions to satisfy those needs and priorities;
- (p) aligning government scholarship programmes to take into account the human resource needs of the service in collaboration with the Ministry of Education, the Department of Labour and Workforce Development and the Virgin Islands Public Service Learning Institute;
- (q) the oversight and administration of human resources budgeting and control;
- (r) fostering and maintaining a work environment within the service that supports the active engagement and involvement of officers and employees;
- (s) ensuring the maintenance of a safe, healthy and productive working environment for officers and employees;
- (t) researching, reviewing and developing human resources policies and guidelines to support the Government's objectives in accordance with legislative requirements and best practices and guidelines;
- (u) the oversight of an established programme for public officer's wellness and relations;
- (v) Health and Safety;
- (w) the development of employee recognition programmes;

- (x) programmes related to employee relations, workforce planning, organisational development, compensation, human resources information systems and benefits and employee services;
- (y) annual reports, which must include statistics which will allow for a report on the status of the public service;
- (z) the establishment of a programme for quality assurance and human resource information systems; and
- (aa) such other matters as may be prescribed.

(4) In carrying out the responsibilities in subsection (2), the Director may, if he or she deems it necessary to do so

- (a) consult
 - (i) the Governor;
 - (ii) the Service Commissions;
 - (iii) Permanent Secretaries or Head of Departments;
 - (iv) officers or employees; and
 - (v) the Public Service Association or any other association.
- (b) request information concerning human resource practices from any ministry or department;
- (c) review salaries, including allowances, every two to three years and where evidence support an increase in salary, propose the increase based on affordability;
- (d) collaborate with Permanent Secretaries and Heads of Department to monitor, assess and evaluate the performance of officers and employees assigned to the respective Ministry or Department under their responsibility or supervision.

(5) The Director shall endeavour to promote the effectiveness of the service and the personal development of officers and employees

- (a) through the improvement of operational methods and monitoring and controlling their implementation;
- (b) by carrying out staff inspections and reviews and making recommendations for improvements;
- (c) through administering, promoting, encouraging and facilitating in-service and other training programmes, including mentorship programmes;
- (d) by developing and maintaining a quality assurance policy as well as other policies and strategies.

(6) The Director of Human Resources shall submit quarterly reports on all matters for which the Director is responsible under this Act to the Governor through the Permanent Secretary and shall obtain the approval of the Governor for matters which he or she is responsible pursuant to this Act.

(7) The report referred to in subsection (6), shall be submitted to the Governor, as soon as reasonably practicable, and shall include comprehensive statistics of the status of the public service's capacity as at the reporting date.

(8) Within three months after the end of every year, the Director of Human Resources shall prepare and submit to the Governor, through the Permanent Secretary, an annual report.

(9) The Director of Human Resources shall compile annually a list of positions in the service, based on the Annual Budget prepared by the Ministry of Finance.

PART VII

VIRGIN ISLANDS PUBLIC SERVICE LEARNING INSTITUTE

Establishment of the Virgin Islands Public Service Learning Institute

19. (1) There is established by this Act the Virgin Islands Public Service Learning Institute (in this Act referred to as the "VIPSLI") which shall be headed by a Director.

(2) The Governor, acting in accordance with the provisions of section 92 of the Constitution, shall appoint the Director of the Virgin Islands Public Service Learning Institute and such number of other staff as may be necessary for the administration and operation of the Institute.

(3) Without prejudice to subsection (1), the Permanent Secretary of the Office of the Deputy Governor shall have day-to-day oversight of the VIPSLI.

(4) The functions of the Director of the VIPSLI are

- (a) to provide strategic direction and leadership for the VIPSLI;
- (b) to implement a Work Plan and to report quarterly to the Permanent Secretary and the Director of Human Resources on the progress of the Work Plan;
- (c) to develop and implement activities to fulfil the VIPSLI vision, mission, and goals;
- (d) to design, implement, and manage training courses and programmes that contribute to public officers' individualised and professional development and performance improvement including identifying training needs, conducting needs assessments, creating curriculum and training materials;
- (e) the proper administration and management of the budget and resources allocated to the VIPSLI ensuring that financial resources are effectively utilised;
- (f) to lead and manage a team of training professionals, administrative staff, and subject matter experts;
- (g) to collaborate, engage, establish and maintain relationships with stakeholders, such as government departments, agencies, and other training institutions;

- (h) to identify training priorities, share best practices, and foster partnerships as well as engage with external organisations, academic institutions, and industry experts;
- (i) to collaborate on research, share knowledge, and stay abreast of the latest developments in learning and development practices;
- (j) to provide guidance, mentorship, and support to ensure the effective delivery of training programmes;
- (k) to ensure quality and effective training programmes by conducting evaluations, gathering participant feedback, and making continuous improvements to enhance the learning experience;
- (l) to contribute to the development of policies, standards and guidelines for learning and development within the Public Service;
- (m) to keep abreast with emerging trends, technologies, and best practices in training and incorporate them into programme design;
- (n) to evaluate training programmes and monitor the impact on individual and organisational performance, and to prepare the requisite reports and communicate the outcomes to senior management and stakeholders upon completion;
- (o) to complete annual reports and submit the reports to the Permanent Secretary;
- (p) to encourage a greater awareness of the Public Service, public sector management, public administration and the role and functions of Government, and involving a broad range of individuals and institutions in the VIPSLI pursuit of excellence in the Public Service;
- (q) to acquire, manage, maintain, design and operate training, orientation and development programmes for public officers and employees;
- (r) to assist departments, boards and agencies of Government to enhance the skills of officers through training programmes, professional development and performance improvement at the VIPSLI; and
- (s) to conduct human resource and training needs assessments, diagnose constraints and opportunities for development and advancement, establish areas of priorities based on the findings and take appropriate actions to satisfy those needs and priorities;
- (t) to set the proficiency standards for the advancement of public officers throughout the public service;
- (u) to foster partnerships and complete skills assessment and analysis;
- (v) to establish a system to monitor continuous learning hours pursuant to section 22; and
- (w) to advise and create awareness on the impact of policies and legislative changes that affects Ministries and departments capacity to implement decisions.

(5) For the purpose of carrying out his or her functions, the Director of the VIPSLI shall make use of any available services and facilities of Departments, Boards and Agencies that are appropriate for the operation of the VIPSLI.

Educational programmes

20. (1) The educational programmes offered by or through the Virgin Islands Public Service Learning Institute shall encompass

- (a) annual programmes of professional training for public officers;
- (b) individualised training programmes designed or identified for specific classes of public officers;
- (c) training programmes in strategic areas for public officers who wish to advance from junior to senior roles;
- (d) specialised education meant for individual groups of public officers that the Director of the VIPSLI may from time to time determine in accordance with talent assessment results;
- (e) reputable and accredited online programmes and platforms for self-directed learning;
- (f) setting proficiency standards for public officers to advance within the Public Service; and
- (g) such other programmes that the Director of the VIPSLI may determine.

(2) The VIPSLI may form alliances with other academic institutions, entities, institutes, training development opportunities and partners for the provision of any of the educational programmes referred to in subsection (1).

(3) Notwithstanding subsection (2), the VIPSLI shall continuously maintain a Memorandum of Understanding with the H. Lavity Stoutt Community College, and any other locally established colleges.

Reports of the Virgin Islands Public Service Learning Institute

21. (1) The Director of the Virgin Islands Public Service Learning Institute shall report to the Permanent Secretary quarterly.

(2) Within three months of the end of the previous year, the Director of the VIPSLI shall prepare and submit to the Permanent Secretary an annual report.

- (3) The annual report shall include, for the reporting year,
- (a) the activities of the VIPSLI;
 - (b) a comprehensive learning and development needs analysis;
 - (c) a skills gap analysis for the advancement of the Public Service; and
 - (d) financial data such as the expenditure for the reporting period.

(4) The Director of the VIPSLI shall collaborate, engage with, liaise with and report to the Director of Human Resources as the need arises on training programmes, professional development and performance improvement and all other matters deemed necessary by the Director of Human Resources.

(5) The Director of the VIPSLI shall meet with the Director of Human Resources and the Permanent Secretary of the Office of the Deputy Governor annually and agree on a work plan and budget.

Continuous Learning

22. Public officers may participate in the training programmes offered by the VIPSLI to fulfil the essential learning requirement of a minimum of 60 hours each year per public officer and Supervisors and Heads of Department shall facilitate the attendance of public officers to any such programmes.

Funding

23. The funds of the VIPSLI shall consist of

- (a) such monies as may be appropriated by the House of Assembly for the purposes of the Institute; and
- (b) any other funding sources approved by the VIPSLI after consultation with the Permanent Secretary.

Establishment of the Virgin Islands Public Service Learning Institute Development Committee

24. (1) There is established by this Act the Virgin Islands Public Service Learning Institute Development Committee which shall advise the Commissions and shall comprise not more than seven persons as follows:

- (a) the Permanent Secretary of the Office of the Deputy Governor, who shall be the Chairperson;
- (b) the Director of the VIPSLI, who shall be the Deputy Chairperson,
- (c) a Human Resources Manager nominated by the Governor, who shall be the Secretary;
- (d) one person from the Ministry of Education nominated by the Permanent Secretary, Ministry of Education and Culture;
- (e) the Financial Secretary or a person nominated by the Financial Secretary;
- (f) a public officer with technical and vocational skills;
- (g) the President of the existing association for officers and employees referred to in section 42 or his or her representative.

(2) The Committee may co-opt a resource person as it considers necessary to provide advice or assistance when reviewing applications, but the person co-opted shall have no voting rights and shall not exercise any of the powers of a Committee member.

Functions of the Virgin Islands Public Service Learning Institute Development Committee

25. The functions of the Virgin Islands Public Service Learning Institute Development Committee are

- (a) to review applications submitted by public officers seeking scholarship opportunities and to assess their eligibility and suitability for scholarships offered;
- (b) to conduct interviews with, and assessments of, scholarship applicants and applications respectively to make informed decisions;
- (c) to select scholarship recipients based on predetermined criteria, including
 - (i) academic performance;
 - (ii) job performance;
 - (iii) financial need;
 - (iv) public service priority needs, as approved by Cabinet; and
 - (v) alignment with the opportunities offered,
 to approve placements for attachments;
- (d) to ensure that the funds are distributed fairly and in accordance with such regulations as may be prescribed and such guidelines as may be issued;
- (e) to communicate the decisions with respect to scholarship applications to successful and unsuccessful applicants and provide guidance on next steps, if any;
- (f) to aid in the establishment of the criteria for awarding scholarship funds and determine individuals approved for attachments;
- (g) to aid in the review of applications for persons seeking secondment opportunities to assess their eligibility and suitability and to make recommendations accordingly;
- (h) to make recommendations with respect to study leave to the Public Service Commission; and
- (i) to provide a list of accredited institutions annually.

Annual reports of the Virgin Islands Public Service Learning Institute Development Committee

26. Within three months after the end of every year, the Director of the Virgin Islands Public Service Learning Institute shall submit to the Permanent Secretary, an annual report on the performance of its functions.

PART VIII

REGISTRATION OF INTEREST OF SPECIFIED PUBLIC OFFICERS

Interpretation of this Part

27. (1) For the purposes of Part,

“child”, means a person who has not attained the age of eighteen years and who is dependent on the public officer and includes a child born out of wedlock, an adopted child or a step-child;

“declaration” means a declaration of interests under section 28;

“interest” means any beneficial interest in property;

“records” includes any documents in whatever form they are held;

“Register” means the Register of Interests established under section 112 of the Constitution;

“spouse” means the husband or wife of the public officer, but does not include a husband or wife

(a) who is living separate and apart from the public officer; and

(b) who is a party to proceedings for divorce or judicial separation which were instituted at any time before the date on which the duty to make the declaration arose.

(2) This Part applies to the public officers specified in Schedule 2.

Declaration of interests

28. (1) A public officer specified in Schedule 2 shall make a declaration in the form set out in Schedule 3

(a) on such date as may be prescribed, and

(b) on each subsequent anniversary of that date.

(2) A declaration of interests under this section

(a) shall be made in respect of interests held on the date on which the duty to make the declaration arose; and

(b) shall, where required by the registration form, include a declaration in respect of the interests held on that date by a child or spouse of the public officer.

(3) A public officer who, without reasonable cause, fails to submit his or her declaration within the period prescribed in subsection (1) shall have his or her salary withheld until compliance.

(4) The salary withheld pursuant to subsection (3) shall be paid in full when the public officer complies with this section.

Duties of the Registrar

29. (1) Subject to subsections (2) to (4), the Registrar shall enter in the Register the interests declared in each Registration Form.

(2) Before entering in the Register the interests declared by a public officer, the Registrar shall, for the purpose of satisfying himself or herself that a full and accurate declaration has been prepared,

(a) examine each declaration and ensure that the declaration has been made in the form set out in Schedule 3; and

(b) obtain from that public officer such information as in the opinion of the Registrar, would assist him or her in examining a declaration furnished.

(3) Where the Registrar is satisfied that an entry in the Register has been made as a result of a fraudulent or materially misleading declaration by a public officer,

(a) the Registrar shall

(i) mark the entry as cancelled; and

(ii) by notice, require the public officer to make a new declaration in respect of the interests held at the date the fraudulent or materially misleading declaration was made; and

(b) the Registrar shall require the public officer to make the new declaration within 28 days from the date of the notice.

(4) The Registrar shall mark as cancelled any entry which has been incorrectly made.

(5) A public officer who, without reasonable cause, fails to comply with a notice issued pursuant to subsection (3) shall have his or her salary withheld until compliance.

(6) The salary withheld shall be paid in full when the public officer complies with this section.

Information

30. (1) The Registrar may, by notice, require a public officer to

(a) supply to the Registrar such information, and

(b) produce to the Registrar such records,

as may be specified in the notice, being information and records the Registrar considers necessary or desirable for the purpose of enabling the Registrar to carry out his or her functions under this Part.

(2) A notice under subsection (1) shall require the information to be supplied and the records to be produced within such period as may be specified in the notice being not less than 14 days from the date of the notice.

(3) Where the Registrar gives a notice under subsection (1) to a public officer for the purposes of examining the declaration of that officer, the Registrar shall not register the declaration of the officer unless

(a) the officer complies with the notice; or

(b) before the end of the period allowed for compliance, the officer shows to the satisfaction of the Registrar that he or she has reasonable grounds for not complying with it.

(4) A public officer whose declaration is being examined, who fails without reasonable excuse to comply with a notice under subsection (1) commits an offence and is liable on summary conviction to a fine not exceeding five thousand dollars.

(5) A public officer whose declaration is being examined, who in purported compliance with a notice under subsection (1) knowingly or recklessly supplies information which is false or misleading in a material particular, commits an offence and is liable on summary conviction to a fine not exceeding ten thousand dollars or to imprisonment for a term not exceeding two years, or both.

Access to the Register

31. (1) The declarations of public officers contained in the Register shall be private.

(2) Notwithstanding subsection (1), the Governor and the Deputy Governor may access the Register.

(3) Where an officer is involved in a criminal investigation and a production order is issued, a request can be made by the Royal Virgin Islands Police Force through the Governor or Deputy Governor to access the officer's information in the register.

(4) Notwithstanding subsections (1) and (2), a public officer may view his or her declaration in the Register.

Computer records

32. Where any records are held or kept in electronic form, the power of the Registrar to require the supply of information and production of records shall include powers

- (a) to require any person having charge of, or otherwise concerned with the operation of a computer or associated apparatus which is or has been in use in connection with such information or records, to afford to the Registrar such assistance as he or she may reasonably require; and
- (b) to require the records to be produced or copied in any form which he or she may reasonably request.

Confidentiality

33. (1) The Registrar and any person appointed or designated to assist the Registrar in the performance of his or her duties under the Register of Interests Act, 2006, No. 5 of 2006, shall not, except in accordance with this Part or otherwise in relation to any court order or a written request from a Commission of Inquiry, disclose information

- (a) relating to any declaration or matter in the Register regarding a public officer; or
- (b) that he or she has acquired in the course of or in relation to his or her duties or in the exercise of any powers or performance of duties under this Part.

(2) Where a request for information is made to the Registrar pursuant to subsection (1), the Registrar may provide information that in his or her opinion is strictly necessary to fulfil the request and upon such conditions as to the preservation of confidentiality after the purpose for same has been exhausted as he or she shall consider appropriate.

(3) Where the Registrar or any other person appointed or designated to assist him or her contravenes subsection (1), he or she commits an offence and is liable on summary conviction to imprisonment for a term not exceeding six months or to a fine not exceeding two thousand dollars, or both.

PART IX INTEGRITY IN PUBLIC LIFE

Code of Conduct

34. (1) A public officer shall observe, abide and conduct himself or herself in accordance with such Code of Conduct as the Governor may by regulations, prescribe, with respect to public officers.

(2) A public officer shall, within the prescribed period of taking office, sign a copy of such Code of Conduct as may be prescribed and the Commission shall keep a signed copy of the said Code of Conduct.

(3) A public officer shall execute his or her duties with selflessness, integrity, objectivity, accountability, honesty, leadership, professionalism, openness, and fairness.

Use of office and conflict of interests

35. (1) A public officer shall ensure that he or she performs his or her functions and administers the public resources for which he or she is responsible in an effective and efficient manner and shall

- (a) be fair and impartial in exercising his or her public duty;
- (b) afford no undue preferential treatment to any group or individual;
and
- (c) arrange his or her private interests, whether pecuniary or otherwise, in such a manner as to maintain public confidence and trust in his or her integrity.

(2) A public officer shall not

- (a) use his or her office for the improper advancement of his or her own or his or her family's personal or financial interests or the interest of any person;
- (b) accept any position or have any commercial or other interest that is in conflict with his or her office, function and duty or the execution of his or her duties, or that may be perceived as conflict of interest with his or her office, function and duty or the execution of his or her duties;
- (c) use public property or services for activities not related to his or her official work, except for reasonable and modest use; and
- (d) directly or indirectly use his or her office for private gain.

Insider information

36. A public officer shall not use information that is gained in the execution of his or her office and which is not available to the general public to further, or seek to further, his or her private interests.

Influence

37. A public officer shall not use his or her office to seek to influence a decision made by another person or public body to further his or her own private interests.

Gifts

38. (1) A public officer shall not accept a gift, fee or personal benefit that is connected directly or indirectly with the performance of the duties of his or her office, whether as a reward for any official act done by him or her, or as an inducement for any official act to be done by him or her or otherwise.

(2) Subsection (1) does not apply to

- (a) a gift or a personal benefit in such amount as may be prescribed;
- (b) a personal gift received by a public officer from a relative or friend;
or
- (c) an official gift, received as an incident of the protocol or social obligations that normally accompany the responsibilities of office.

(3) Where a public officer accepts a gift in the circumstances referred to in subsection (2)(c), he or she shall make a report by completing the prescribed form, signed by the Department of Head, to the Deputy Governor, within such period as may be prescribed.

Provisions of this Part in addition to any other law

39. The provisions of section 40 are in addition to and not in derogation of the provisions of the Criminal Code, any other law or the common law.

Acts of corruption

40. (1) A public officer commits corruption if he or she

- (a) seeks or accepts personal or private benefit for himself or herself or a member of his or her family or person associated with him or her, if the benefit places him or her under an obligation to the person giving or offering the benefit;
- (b) solicits or accepts, whether directly or indirectly, any article or money or other benefit or advantage for himself or herself or another person for doing any act or omitting to do any act in the performance of his or her functions as a public officer;
- (c) offers or gives, directly or indirectly, to a public official any article, money or other benefit or advantage for doing any act or omitting to do any act in the performance of the public official's duties;
- (d) knowingly or recklessly allows his or her private interest to conflict with his or her public duties or improperly influence his or her conduct in the performance of his or her duties as a public officer;

- (e) improperly uses for his or her own benefit or for anyone else, any property belonging to the Government to which he or she has access as a result of or in the course of, the performance of his or her duties;
- (f) improperly influences in support of any scheme or in furtherance of any contract or proposed contract or other matter in regard to which he or she has an interest;
- (g) uses public funds or resources for party or political purposes;
- (h) improperly uses for his or her own benefit or for anyone else, information acquired in the course of his or her duties;
- (i) interferes in, or seeks to influence, otherwise than as part of his or her duty, the appointment, promotion, suspension, demotion or dismissal of a public officer or other person; or
- (j) instigates, aids, abets or is an accessory after the fact or participates in the commission or attempted commission of corruption in this section.

(2) A person who commits an act corruption under subsection (1) commits an offence and is liable on conviction to a fine not exceeding ten thousand dollars or to imprisonment for a term not exceeding two years.

PART X

MISCELLANEOUS PROVISIONS

Performance and efficiency evaluation

41. (1) Evaluation of the performance and efficiency of officers and employees shall be conducted bi-annually for the preceding calendar year and an annual report shall be submitted at the end of the year.

(2) A supervisor shall monitor the performance of an officer or employee on a continuous basis and give the officer or employee feedback on his or her performance and if the performance is unsatisfactory the supervisor shall in writing, inform the officer or employee.

(3) The performance assessment for all officers and employees shall be completed within 90 days.

Representation of officers and employees

42. (1) The Government recognises the existing association for public officers and employees as the duly appointed bargaining body for and on behalf of those officers and employee.

(2) Notwithstanding subsection (1), the Government may recognise associations other than the existing association.

(3) Notwithstanding subsections (1) and (2), employees may establish their own association to represent their specific interests and needs.

Preference for Belongers in Appointments, Transfers, and Promotions

43. (1) When filling vacancies, the legitimate employment interests of Virgin Islanders and Belongers shall be paramount, ensuring the preservation of social balance, national cultural heritage, values, and norms of the Virgin Islands.

(2) The relevant Commission shall first consider candidates who are Belongers, provided they are suitable for the appointment, transfer, or promotion and where a post in the Service cannot be filled by a Virgin Islander or Belonger, the post may be filled by a non-Belonger on contractual terms.

Succession planning and shadowing requirement

44. Where a non-Virgin Islander is employed on contract, a suitably-qualified Virgin Islander or Belonger shall be assigned to shadow the non-Virgin Islander in preparation to fill the role.

Administrative directions to constitutionally established departments

45. For the avoidance of doubt, constitutionally established departments shall in the performance of their administrative functions comply with all administrative procedures established and required for Heads of Departments.

Administrative Leave

46. (1) Where a public officer has engaged in conduct that may warrant disciplinary action, and the Deputy Governor is of the opinion that the presence of the officer may disrupt the daily operations of the Office, the Governor may upon receipt of supporting documentation from the relevant Head of Department or Permanent Secretary, remove the officer from his or her assigned duties and place the public officer on administrative leave.

(2) Administrative leave shall be for a period of not less than seven days and not more than 30 days, as determined by the Governor.

(3) The relevant Commission shall make a determination, within 30 days, as to whether the public officer's conduct warrant disciplinary action based on the best interests of the Public Service.

(4) In this section, "remove" means to temporarily require a public officer to cease physically reporting for duty or engaging in any activities within his or her department where their presence may disrupt the daily operations of the Office.

Creation, Upgrade, Re-grade, and Transfer of Positions (CURT) Process

47. The Department of Human Resources, in consultation with the Minister of Finance, shall oversee job reclassification and the Creation, Upgrade, Re-grade, and Transfer of Positions process (in this Act referred to as "CURT") in accordance with regulations made under this Act.

Health and Safety

48. The Chief Medical Officer may, in consultation with the Governor and the Minister responsible for Health, order the closure of an office or department, where a health and safety risk arises in the public service.

Public service handbooks

49. The Governor shall cause appropriate determinations and directives made or issued in terms of this Act to be included in one or more handbooks to be used by the service.

Matters for relevant Commissions

50. Nothing in this Act shall be construed so as to effect any matters pertaining to officers and employees which are matters properly dealt with by a relevant Commission.

Amendment of Schedules

51. (1) The Governor may, after consultation with the Director, by Order published in the *Gazette*, amend the Schedule 1.

(2) The Governor may, with the approval of Cabinet, by Order published in the *Gazette*, amend the Schedule 2.

Regulations

52. (1) The Governor may make Regulations prescribing all matters which are required or permitted to be prescribed, or which are necessary or convenient to be prescribed, for carrying out or giving effect to this Act, and in particular for the following:

- (a) for prescribing the terms and conditions of employment in the service;
- (b) for prescribing allowances;
- (c) for prescribing arrangements in relation to redeployment and retraining of officers and redundancy;
- (d) for prescribing arrangements and procedures for providing, assisting in or coordinating staff development programmes;
- (e) the implementation of a pay for performance programme which will include rewarding officers and employees for successful performance; and
- (f) the evaluation of a performance management programme for officers and employees.

(2) The Governor in exercise of his or her powers under subsection (1) shall consult with the Director.

(3) Notwithstanding subsection (1)(a), the Public Service Management Code 2023 issued by the Governor, prescribing the terms and conditions of employment in the service, shall be deemed to be made under this Act, and shall continue in force until amended or replaced by Regulations made under this Act.

Savings and transitional provisions

53. Subject to this Act

- (a) the administrative structures of the service in existence before the commencement of this Act shall, to the extent that their continued existence is not inconsistent with this Act, continue in existence;
- (b) the posts which were in existence before the commencement of this Act shall, to the extent that their continued existence is not inconsistent with this Act, continue in existence;
- (c) every officer or employee employed in the service immediately before the commencement of this Act shall continue to be employed in the same post in the service;
- (d) every person employed in terms of a contract immediately before the commencement of this Act shall continue to be employed on the same terms and conditions of the contract;
- (e) a person who was, immediately before the commencement of this Act employed as a ministerial staff shall continue to be employed on the same terms and conditions of the contract.

SCHEDULE 1

[Sections 2(1), 3(2), 4(3), 4(4), and 51(1)]

PART A

PUBLIC OFFICES IN ALPHABETICAL ORDER SUPPORT/TECHNICAL

SALARY GRADE 1

Assistant Maintenance Officer
Canteen Steward
Chainman I
Cleaner
Conservation/Fisheries Trainee
Custodial Worker I
Custodian
Fish Processor I
Library Trainee
Office Cleaner
Office Generalist Trainee
Office Generalist Trainee/Messenger
Postal Trainee
Trainee Technician

Labourer/Field
Learning Support Assistant/Teacher Assistant
Legal Assistant I
Maid
Office Generalist I
Photo Assistant Postal Officer I
Sewerage Works Operative I
Surveyor/Cad Trainee
Teacher Trainee
Telephone Services Representative
Tool Storeman
Trainee Engineer
Trainee Surveyor
Training Clerk I

SALARY GRADE 2

Agricultural Trainee Agricultural/Fisheries
Trainee Assistant Cook
Assistant Compressor Operator Assistant
Mechanic
Beach Warden
Book Repairman
Chainman II
Custodial Worker II
Customs Trainee
Driver
Field Assistant
Fish Processor II
Gardener
Groundsman
Handyman
Human Resources Clerk I
Immigration Trainee
Janitor
Labourer I
Labourer
Labourer/Crops

SALARY GRADE 3

Assistant Accounts Officer
Assistant Collections Officer I
Beach Safety Officer
Computer Technician I
Craft Instructor
Data Entry Clerk
Data Processor
Field Supervisor
Fisheries Extension Assistant
Heavy Equipment Operator I
Human Resources Clerk II
Immigration Clerk I
Intake/Officer Manager
Laboratory Technician I
Labourer II
Laundress
Legal Assistant II
Meter Reader / Serviceman I
Office Generalist II
Paver Assistant
Plant Operator II
Plant Quarantine Assistant I

Postal Officer II
Revenue Officer I
Sanitation Officer
Secretary I
Secretary, Long Look Lands Commission
Senior Tradesman
Sewerage Works Operative II
Survey Technician I
Tractor Driver (Operator)
Trainee Draughtsman
Training Clerk II
Veterinary Assistant I
Waste Management Trainee
Waterworks Operative I

SALARY GRADE 4

Air Condition Repairman
Assistant Marine Officer
Assistant Programme Supervisor
Assistant Statistical Officer
Assistant Surveyor
Bodyman/Welder
CAD Technician I
Carpenter I
Construction and Maintenance Works Operative I
Courier & Chauffeur Officer
Custodial Supervisor
Customs Guard
Customs Officer I
Electrical Assistant
Electrician I
Engineer Technician I
Engineering Laboratory Technician I
Facilities Maintenance Technician
Geriatric Aide I
Heavy Equipment Operator II
House Parent
Human Resources Clerk III
Immigration Clerk II
Immigration Officer I
Kitchen Assistant
Legal Assistant III
Library Assistant I
Library Assistant I (Driver)
Library Records Officer
Maintenance Officer I
Manager, Community Centre
Mason

Meat/Seafood Processor I
Mechanic I
Mechanical Inspector I
Meter Reader / Serviceman II
Museum Supervisor
Office Generalist III
Plant Maintenance Officer
Plumber
Postal Officer III
Product Assistant
Pump Technician
Recycling Officer
Revenue Officer II
Secretary II
Security Guard
Security Officer/Watchman
Stores Clerk
Store Keeper
Supervisor (Custodial Worker)
Systems Operator I
Technician I
Training Clerk III
Vector Control Officer I
Waste Management Equipment Operator I
Watchman
Waterworks Operative II

SALARY GRADE 5

Accounts Officer I
Agricultural/Fisheries Assistant I
Animal Control Officer
Assistant Auditor
Assistant Collections Officer II
Assistant Environmental Health Officer
Assistant Research Officer
Assistant Security Supervisor
Auxiliary Police Officer
Auxiliary Officer
Case File Assistant
Chargehand
Construction and Maintenance Works Operative II
Court Clerk I
Customer Service Specialist
Deputy Security Supervisor
Electrician II
Engineer Technician II
Engineering Laboratory Technician II
Environment Assistant I

Executive Officer
Fisheries Assistant
Food Production Assistant I
Geriatric Aide II
Graphic Artist I
Heavy Equipment Operator III
Housekeeper
Human Resources Records Clerk I
Labour Assistant
Legal Executive Officer
Library Assistant II
Library Assistant II (Driver)
Licensing Clerk I
Livestock Assistant I
Office and Housing Technician
Orderly
Planning Assistant I
Plant Maintenance Programme Supervisor
Plant Operator/Technician
Postal Collection Officer I
Production Technician I
Programme Supervisor
Programme Supervisor
Records Officer I
Revenue Collections Officer I
Senior House Parent
Senior Store Clerk
Systems Operator II
Teacher Grade I
Technician II
Training Assistant I
Vector Control Officer II
Waste Management Equipment Operator II

SALARY GRADE 6

Asphalt Plant Supervisor
Assistant Addiction Counsellor
Assistant Computer Programmer
Assistant Information Officer
Assistant Systems Operator Supervisor
Assistant Vector Control Supervisor
Bailiff I
Building Foreman
CAD Technician II
Carpenter II
Computer Technician II
Cook
Courier & Chauffeur Supervisor
Customs Officer II

Executive Attendant
Emergency Communications Assistant
Fire Officer I
Foreman
General Foreman
Human Resources Records Clerk II
Human Resources Records Officer I
Head Gardener
Immigration Officer II
Intelligence Officer
Laboratory Assistant
Lifeguard
Livestock Assistant II
Maintenance Officer II
Mechanic II
Meat/Seafood Processor II
Nursing Assistant
Photographer
Planning Assistant II
Prison Officer I
Probationary Constable
Processing Officer I
Roads Foreman
Security Supervisor
Senior Plant Operator/Technician
Tax Officer I
Telephone Technician I
Waste Management Equipment Operator III

SALARY GRADE 7

Abattoir Assistant
Accounts Officer II
Agricultural/Fisheries Assistant II
Agricultural Representative
Assistant Chef
Assistant Engineer
Assistant Roads Officer
Bailiff II
Branch Postmaster
CAD Technician III
Case File Clerk
Collections Officer
Community Development Assistant
Conservation Assistant
Court Clerk II
Cultural Officer I
Enforcement Assistant
Engineer Technician III
Environment Assistant II

Exhibit Officer
Food Production Assistant II
GIS Technician
Graphic Artist II
Home Supervisor
Human Resources Assistant
Human Resources Records Officer II
Incinerator Plant Foreman
Kitchen Supervisor
Labour Officer
Leading Fire Officer
Licensing Clerk II
Major Crime Administrator
Manager of Senior Citizen Programme
Mechanical Inspector II
Plant Quarantine Assistant II
Postal Collection Officer II
Postal Executive
Plumbing Inspector
Production Technician II
Programme Aid I
Project Assistant
Records Officer II
Revenue Collections Officer II
School Librarian
Scopist
Senior Customer Service Specialist
Senior Executive Officer
Senior Nursing Assistant
Senior Pump Technician
Senior Engineering Laboratory Technician
Senior Legal Executive Officer
Senior Library Assistant
Social Welfare Officer
Statistical Officer
Sub Postmaster
Superintendent (Anegada)
Superintendent (Virgin Gorda)
Superintendent, W&S
Surveillance Assistant
Surveillance Officer I
Systems Operator Supervisor
Technician III
Telephone Technician II
Training Assistant II
Vector Control Supervisor
Waste Management Assistant

SALARY GRADE 8

Administrative Cadet
Assistant Maintenance Supervisor
CAD Specialist
Case Manager
Chaplain
Clerk of Works
Cultural Officer II
Constable
Customs Officer III
Detective
Express Mail Coordinator
Fire Officer II
Foreign Language Teacher
Immigration Officer III
Labour Protection Officer
Mechanic Supervisor
Paralegal I
Postal Supervisor
Processing Officer II
Prison Officer II
Professional Cadet
Programme Aid II
Restorative Justice Officer
Senior Branch Postmaster
Senior Maintenance Officer
Tax Officer II
Teacher Grade II
Trade Inspector
Veterinary Assistant III
Workshop Foreman

SALARY GRADE 9

Accounts Supervisor I
Administrative Officer
Agricultural/Fisheries Officer I
Architect I
Assistant Human Resources Manager
Assistant Postmaster
Assistant Programme Officer
Aviation Technical Staff Coordinator
Business Systems Analyst
Civil Engineer I
Communications Specialist
Community Development Officer
Community Relations Officer
Content Engineer
Court Reporter I
Cultural Officer III

Crime Scene Technician I
Economist I
Electrical Inspector
Emergency Communications Officer
Engineer I
Executive Chef
Finance Cadet
Fish Technologist
GIS Analyst
Graphic Artist III
Incinerator Plant Manager
Information Officer I
Investment Promotions Officer
Laboratory Technician
Lands Officer
Legal Cadet
Librarian I
Maintenance Supervisor
Matron
Paralegal II
Physical Planner I
Planner I
Planning Officer
Production Designer
Production Technician III
Procurement Officer
Programmer I
Project Administrator
Project Manager I
Quantity Surveyor I
Rehabilitation Officer
Research Officer
Roads Officer
Senior Accounts Officer
Senior Bailiff
Senior Records Officer
Statistician I
Surveyor I
Surveillance Officer II
Systems Administrator I
Tax Inspector
Technical Planning Officer
Trade Development Officer
Trade Licensing Officer
Traffic Maintenance Supervisor
Training Officer
Truancy Officer
Veterinary Technician
Waste Management Officer

Web Administrator
Workshop Manager

SALARY GRADE 10

Accounts Manager
Accounts Supervisor II
Assistant Environment Officer
Assistant Fisheries Officer
Auditor
Budget Officer I
Building Inspector I
Building Supervisor
Compliance Officer I
Computer Training Coordinator
Court Reporter II
Crime Scene Technician II
District Officer
Environmental Health Officer I
Fingerprint Analyst
Guidance Officer I
Internal Auditor I
Labour Dispute Officer
Labour Relations Officer
Librarian II
Marine Officer
News Anchor
Parole Officer I
Payroll Officer
Payroll Processing Officer
Philatelic Bureau Supervisor
Postal Inspector
Principal Officer
Probation Officer I
Programmer II
Project Coordinator
Registered Nurse
Residential Manager
Senior Customs Officer
Senior Immigration Officer
Senior Labour Inspector
Senior Labour Officer
Senior Processing Officer
Sergeant
Sergeant-at-Arms/Protection Officer
Social Media Officer
Social Worker I
Sub Officer
Systems Administrator II
Teacher Grade III

Way Leave Officer

PROFESSIONAL

SALARY GRADE 11

Aerodrome Inspector
Agricultural/Fisheries Officer II
Air Traffic Services Inspector
Architect II
Assistant Marine Surveyor
Assistant Superintendent of Prison
Budget Officer II
Cadastral Information Manager
Cash Management Officer
Civil Engineer II
Communications Officer I
Compliance Officer II
Consumer Affairs Officer
Crime Analyst
Data and Security Analyst
EAP Counselor
Economist II
Editor
Education Officer I
Emergency Communications Manager
Enforcement Officer
Engineer II
Environmental Health Officer II
Environment Officer I
Environment Education Officer
Finance Officer
Financial Accountant
Fisheries Officer
Food Production Assistant Manager
Food Technologist
Graphic Supervisor
Guidance Officer II
Immigration Officer (Surveillance)
Information Manager
Information Officer II
Inspector
Intake Officer/Investigator
Internal Auditor II
Librarian III
Lifeguard Supervisor
Livestock Officer
Marine Biologist
Marketing, Research and Extension Officer
Media Relations Coordinator

Network Administrator
Parole Officer II
Physical Planner II
Planner II
Planning and Preparedness Manager
Prison Counsellor
Probation Officer II
Production Supervisor
Programme Officer
Project Manager II
Public Health Officer I
Public Relations Officer
Quantity Surveyor II
Research Analyst
Retail and Marketing Manager
School Nurse
Senior Auditor
Senior Case Manager
Senior Collections Officer
Senior Programmer
Senior Tax Administrative Officer
Senior Tax Inspector
Senior Training Officer
Social Protection Information Systems Manager I
Social Worker II
Statistician II
Surveillance Officer
Surveyor II
Teacher Grade IV
Truancy Officer II

SALARY GRADE 12

Architect III
Assistant Chief Immigration Officer
Assistant Commissioner of Customs
Assistant Commissioner of Inland Revenue
Assistant Commissioner of Motor Vehicles
Assistant Director of Central Statistics
Assistant Labour Commissioner
Assistant Manager/Nurse
Assistant Principal, Primary
Assistant Registrar of Lands
Broadcasting Station Supervisor
Building Inspector II
Business Development Manager
Legal Case Manager
Civil Engineer III
Clinical Social Worker
Communications Officer II

Compliance Officer III
Deputy Chief Information Officer
Deputy Commissioner of Motor Vehicle
Deputy Principal
Deputy Telephone Services Manager
Development Planner
Economist III
Environmental Health Officer III
Engineer III
Financial Comptroller
Geographical Information Systems Manager
Graduate Land Surveyor
Guidance Officer III
Hansard Editor
Human Resources Business Partner
Intake Officer/Investigator
Internal Auditor III
Judicial & Legal Services Secretary
Laboratory Technician Supervisor
Labour Relations Manager
Labour Protection Manager
Law Librarian
Learning and Development Business Partner
Management Accountant
Nurse Manager
Programmer III
Project Manager III
Public Health Communications Specialist
Public Health Officer II
Quantity Surveyor III
Reading Specialist
Records and Information Management Officer
Senior Administrative Assistant
Senior Administrative Officer
Senior Assistant Human Resources Manager
Senior Court Administrator
Senior Court Reporter
Senior Investment Promotions Officer
Senior Lands Officer
Senior Marine Officer
Senior Planning Officer
Senior Probation/Parole Officer
Senior Programme Manager
Senior Procurement Officer
Senior Project Coordinator
Senior Technical Planning Manager
Senior Trade Licensing Officer
Social Worker III
Special Education Teacher

Special Projects Officer
Speech and Language Pathologist
Station Officer
Statistician III
Structural Engineer
Surveyor III
Systems Librarian
Training Manager
Veterinary Officer I
Web Design Specialist/Coordinator
Workforce Development Manager

SALARY GRADE 13

Assistant Commissioner of Police
Assistant Principal, Secondary
Assistant Registrar General
Audit Manager
Aviation Secretary
Budget Analyst
Business Manager
Cabinet Recording Secretary
Chief Inspector
Chief Inspector of Police
Computing and Communications Officer
Compliance Manager
Crown Counsel
Deputy Director of Agriculture and Fisheries
Deputy Chief Fire Officer
Deputy Chief Librarian
Deputy Chief Surveyor
Deputy Clerk, House of Assembly
Deputy Chief Environmental Health Officer
Deputy Director Civil Aviation
Deputy Director of Culture
Deputy Director, Facilities Management
Deputy Superintendent of Prison
Education Officer II
Environment Officer II
Facilities Manager
Food Production Manager
Human Resources Analyst
Information Systems Services Officer
Information Technology Manager
Judicial Assistant
Lead Data and Security Analyst
Legislative Counsel
Maintenance Manager
Manager, Adina Donovan Home
Manager, Rainbow Children's Home

Meteorologist
Operations Manager
Planning and Quality Officer
Principal (Primary)
Project Engineer
Programme Director
Records Centre Manager
Remediation Coordinator
Reporting Manager
Research and Development Officer
Revenue Manager
Social Protection Information Systems Manager
II
Security Coordinator
Senior EAP Counselor
Senior Research Analyst
Senior Payroll Officer
Support Services Manager
Technology Support Services Officer
Veterinary Officer II

MANAGEMENT

SALARY GRADE 14

Archivist
Assistant Cabinet Secretary
Assistant Chief of Infrastructural Development
Assistant Director of Projects
Assistant Director of Protocol
Assistant Secretary
Assistant Secretary, External Affairs
Coordinator of Health Promotion Services
Compliance Coordinator
Chief Information Officer
Chief Veterinary Officer
Deputy Accountant General
Deputy Chief Immigration Officer
Deputy Chief Planner
Deputy Chief Social Development Officer
Deputy Commissioner of Customs
Deputy Commissioner of Inland Revenue
Deputy Court Manager
Deputy Director of Central Statistics
Deputy Director of Disaster Management
Deputy Director of Internal Audit
Deputy Director of Information Technology
Deputy Director of Trade and Consumer Affairs
Deputy Director of Water & Sewerage

Deputy Director of Waste Management
Deputy Labour Commissioner
Deputy Postmaster General
Deputy Registrar General
Deputy Supervisor of Elections
Educational Psychologist
Electrical Engineer
Employee Relations and Support Manager
Finance and Planning Officer
Financial Analyst
Gender Affairs Coordinator
Health and Safety Coordinator
Human Resources Manager
Legal Office Administrator
Marine Surveyor
National Epidemiologist
Private Secretary
Procurement Coordinator
Public Estate Manager
Public Health Officer III
Public Service Commission Secretary
Secretary
Secretary General (UNESCO)
Security Management Officer
Senior Legislative Officer
Senior Records and Information Management
Officer
Sister Island Programme Coordinator
Superintendent of Police

SALARY GRADE 15

Assistant Budget Coordinator
Assistant Parliamentary Counsel
Business Development Director
Business Support Director
Chief Environment Officer
Chief Environmental Health Officer
Chief Executive Officer
Chief Records Management Officer/Archives
Coordinator
Chief Surveyor
City Manager
Commissioner of Motor Vehicles
Coordinator of Student Services
Curriculum Coordinator
Deputy Auditor General
Deputy Chief Education Officer
Deputy Commissioner

Deputy Director, BVI International Affairs Secretariat
Deputy Director of Public Works
Deputy Registrar of Lands
Deputy Registrar of Supreme Court
Director of Culture
Director, Emergency Call Centre
Director, Legal Operations Support Division
Director, Safe Haven Transitional Centre
Director of Youth Affairs and Sports
Deputy Commissioner, Complaints Commission
Employee Services Coordinator
Engineer Surveyor
Financial Senior Crown Counsel
Human Resources Benefit Coordinator
Policy Analyst I
Principal (Secondary)
Senior Crown Counsel
Senior Legislative Counsel
Telephone Services Manager

SALARY GRADE 16

Assistant Secretary/Protocol
Chief of Drugs and Pharmaceutical Services
Chief Fire Officer
Chief Librarian
Chief Marine Safety Accident Investigation Officer
Chief Nursing Officer
Chief Operations Officer
Court Manager
Deputy Cabinet Secretary
Director of Communications
Deputy Commissioner of Police
Deputy Director of Human Resources
Director of Civil Aviation
Director of Facilities Management
Director of Fair Trade
Director of Investment Promotions
Director of Licensing
Director of Planning
Executive Secretary
Medical Officer of Health
Public Service Transformation Programme Manager
Security and Justice Policy Advisor
Superintendent of Prison
Supervisor of Elections

SALARY GRADE 17

Accountant General
AML/CFT Implementation Coordinator
Chief of Infrastructural Development
Chief Digital Information Officer
Chief Education Officer
Chief Immigration Officer
Chief of Staff
Chief Planner
Chief Registrar of Lands
Chief Social Development Officer
Clerk, House of Assembly
Commissioner of Inland Revenue
Commissioner of Customs
Budget Coordinator
Director of Agriculture & Fisheries
Director of Disaster Management
Director of Environment
Director of Information Technology
Director of Internal Audit
Director of International Affairs Secretariat
Director of Learning and Development
Director of Public Infrastructure
Director of Projects
Director of Public Works
Director of Water & Sewerage
Director of Waste Management
Deputy Secretary
Labour Commissioner
Macro Fiscal Coordinator
Magistrate
Parliamentary Counsel
Policy Analyst II
Policy Analyst/Strategic Advisor
Postmaster General
Principal Crown Counsel
Registrar of Interests
Registrar General
Registrar of Supreme Court

EXECUTIVE

SALARY GRADE 18

Auditor General
Chief Medical Officer
Chief Parliamentary Counsel
Commissioner of Police
Deputy Financial Secretary

Director of Central Statistics
 Director of Human Resources
 Director of Policy, Planning and Performance
 International Relations Counsel
 Senior Magistrate
 Trade Commissioner

SALARY GRADE 19

Cabinet Secretary
 Chairman, Law Reform Commission
 Complaints Commissioner
 Director of Public Prosecutions

Permanent Secretary
 Solicitor General

SALARY GRADE 20

Attorney General
 Executive Director of International Business
 (Regulations)
 Financial Secretary

SALARY GRADE 21

Deputy Governor

PART B

PERMANENT SECRETARIES

Permanent Secretary in the Premier's Office
 Permanent Secretary in the Ministry of Health and Social Development
 Permanent Secretary in the Deputy Governor's Office
 Financial Secretary in the Ministry of Finance
 Permanent Secretary in the Ministry of Education, Youth Affairs and Sports
 Permanent Secretary in the Ministry of Communication and Works
 Permanent Secretary in the Ministry of Environment, Natural Resources, and
 Climate Change
 Permanent Secretary in the Ministry of Financial Services, Trade and Labour
 Permanent Secretary in the Ministry of Tourism, Culture, and Sustainable
 Development

PART C

**HEAD OF DEPARTMENTS CHARGED WITH RESPONSIBILITY OF A
 DEPARTMENT**

<i>Department</i>	<i>Head of Department</i>	<i>Function of the department</i>
Central Statistics Office	Director of Central Statistics Office	To provide statistical information, economic analysis to facilitate informed, evidence-based decision making, planning and policy formulation for the overall strategic development of the Territory.

Town and Country Planning	Chief Planner	To provide for the administration and operation of the system of planning to ensure that the Territory is developed in an orderly and sustainable manner.
Trade, Investment, Promotion and Consumer Affairs	Director of Licensing	To monitor and provide assistance to small businesses and to regulate intellectual property and trade.
International Affairs Secretariat	Director, International Affairs Secretariat	To coordinate and implement BVI's international relations and provide advice on international affairs.
His Majesty's Customs	Commissioner of Customs	To collect customs and excise duties and curb illegal imports while facilitating trade.
Information and Public Relations	Chief Information Officer	To promote Government policies, activities and projects through engaging campaigns and innovative communication initiatives. To provide interactive forums that link government officials with the public and collate insightful feedback. To manage the Government press room and engagement with the media.
Inland Revenue	Commissioner, Inland Revenue	To administer fiscal legislation in relation to income and other taxes.
Post Office	Postmaster General	To provide reliable, and affordable postal services to the territory.
Internal Audit	Director of Internal Audit	To conduct internal audits and investigations under the Internal Audit Act.
Treasury Department	Accountant General	To maintain uniform accounting system

		across Government departments; supervise, monitor and report on all Government financial transactions and manage public debt.
Department of Information Technology	Director of Information Technology	To direct and control the development, implementation and maintenance and security of the Government's information and communications strategy and systems.
Agriculture	Director of Agriculture and Fisheries	To promote, develop and regulate farming.
Department of Labour and Workforce Development	Labour Commissioner	To administer and implement the provisions of the Labour Code.
Land and Survey Department	Chief Registrar of Lands	To maintain a register of title to freehold and leasehold land and resolve land disputes throughout the Territory. To provide professional land surveying services.
Youth Affairs and Sports	Director, Youth Affairs and Sports	To provide sport, recreation and youth development for young persons throughout the territory.
Department of Culture	Director of Culture	To plan, coordinate and promote community arts and heritage programs and events.
Library Services	Chief Librarian	To manage library services within the territory.
His Majesty's Prison	Superintendent of Prisons	To securely detain offenders while providing rehabilitation services to them to help them reintegrate into society.

Waste Management	Manager, Waste Management	To manage the overall operations of the landfill and waste management plan for the territory.
Social Development Department	Chief Social Development Officer	To regulate the welfare sector and ensure that the providers of social welfare services comply with set standards.
Facilities Management Department	Director of Facilities Management	To provide cleaning services, plan and carry out maintenance at the RTOAC offices.
Civil Aviation	Director, Civil Aviation	To provide oversight for the inspection, maintenance, coordination, licensing and regulation of civil aviation activities.
Fire and Rescue Services	Chief Fire Officer	To provide fire-fighting and rescue services and take protective action against, natural and other emergencies.
Water and Sewerage Department	Director, Water and Sewerage	To execute the functions and duties of the public administration in matters relating to the design, implementation and dissemination of water.
Department of Motor Vehicles	Commissioner of Motor Vehicles	To manage activities in the inspection, licensing and registration of motor vehicles.
Public Works Department	Director, Public Works	To design, plan and carry out public infrastructure works and projects. To provide ancillary building project services, manufacturing services, public cleansing service and a regulatory framework for the building construction industry.
Department of Disaster Management	Director of Disaster Management	To coordinate the enforcement and implementation of policies and plans to respond, rapidly and

effectively to national disasters and major emergencies.

Civil Registry and Passport Office	Registrar General	To provide and maintain a reliable system for the storage of public records, access services to these records and an efficient registry service which supports the registration of births, deaths, adoptions and marriages in Territory.
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PART D

DEPARTMENTS NOT SUBJECT TO MINISTERIAL CONTROL

<i>Department</i>	<i>Head of Department</i>	<i>Function of the department</i>
Attorney General's Chambers	Attorney General	To be the principal legal adviser for the Government and carry out the statutory and other responsibilities of the Attorney General.
Cabinet Office	Cabinet Secretary	To provide policy advise and issue directives in support of the Cabinet, National Security council and Virgin Islands Cadet Corps Council monitor the implementation thereof and oversee the publication of the official <i>Gazette</i> pf the Virgin Islands.
Complaints Commission	Complaints Commissioner	To investigate any action taken by a department of Government or agency in the exercise of its administrative functions.

Office of the Director of Public Prosecutions	Director of Public Prosecutions	To institute, take over and discontinue criminal proceedings.
Office of the Auditor General	Auditor General	To conduct independent audits and issue appropriate reports on the use of public resources.
House of Assembly	Clerk, House of Assembly	To support the Members of the House of Assembly.
Office of the Registrar of Interests	Registrar of Interest	To keep record of the financial interests of members of the House of Assembly.
Supreme Court	Registrar	To support and facilitate the administration of justice.
Commercial Court	Registrar	To support and facilitate the administration of justice.

PART E

DEPARTMENTS UNDER GOVERNOR'S GROUP

<i>Department</i>	<i>Head of Department</i>	<i>Function of the department</i>
Office of the Governor	Chief of Staff	To support the Governor in the fulfilment of his or her constitutional duties.
Deputy Governor's Office	Permanent Secretary	To support the Deputy Governor in the fulfilment of his or her duties.
Magistracy	Court Manager	To execute the functions and duties in relation to the provision of court services in Virgin Islands.
Office of the Supervisor of Elections	Supervisor of Elections	To support the Supervisor of Elections in the exercise of its functions.
Department of Human Resources	Director of Human Resources	To bring human resources management closer to you. As a dynamic, facilitative organisation, the Department remains dedicated to delivering the highest quality services to both internal and external customers to ensure service needs are met in a fair, just, equitable, and consistent manner.
Civil Registry and Passport Office	Registrar General	To provide and maintain a reliable system for the storage of public records, access services to these records and an efficient registry service that supports the registration of births, deaths, adoptions, and marriages in the Territory.

Department of Disaster Management	Director of Disaster Management	To coordinate the enforcement and implementation of policies and plans to respond, rapidly and effectively to national disasters and major emergencies.
Supreme Court (Administration)	Registrar	To support and facilitate the administration of justice.
Magistracy (Administration)	Court Manager	To execute the functions and duties in relation to the provision of court services in Virgin Islands.
Commercial Court (Administration)	Registrar	To support and facilitate the administration of justice.

SCHEDULE 2

[Sections 27(2), 28(1) and 51(2)]

SPECIFIED PUBLIC OFFICERS

Deputy Secretaries and Deputy Financial Secretaries
Heads of Department and their Deputies
Public Officers in Grades 17 to 21

SCHEDULE 3

[Sections 28(1) and 29(2)(a)]

REGISTRATION FORM FOR DECLARATION OF INTERESTS PUBLIC OFFICER OF THE VIRGIN ISLANDS PUBLIC SERVICE REGISTRATION OF FINANCIAL INTERESTS

REGISTRATION FORM

The main purpose of the Register of Interests is to provide information of any pecuniary interest or other material benefit which a public officer might reasonably be thought by others to influence his or her actions taken in the performance of his functions as a public officer.

For the details of the information which is required to be registered, please refer first to the explanatory notes in each section of the Form.

If there is not enough space in any section of this Form for the information required, additional sheets may be attached to it; but each such sheet should carry the public officer's signature.

Subsequent changes or additions to your entry should be notified to the Registrar within one month of any changes occurring.

NAME (Block capitals(please), Post, Grade, Department, Years in Public Service):

1. DIRECTORSHIPS

Do you have any remunerated or unremunerated directorships in any company?
YES/NO (Please delete as appropriate)

If yes, please list the names of the companies, briefly stating the nature of the business of the company in each case.

Notes: (i) You should include directorships which are individually unremunerated but where remuneration is paid through another company in the same group.

(ii) In this category and category 2, "remunerated" should be read as including allowances or benefits.

2. REMUNERATED EMPLOYMENT, OFFICE, PROFESSION, ETC.

Do you have any employment, office, trade, profession or vocation (apart from being a public officer) for which you are remunerated or in which you have any pecuniary interest?

YES/NO (Please delete as appropriate)

If yes, please set out the details. Actual amounts of remuneration need not be stated. When registering employment with a company or firm, please briefly indicate the nature of its business.

3. GIFTS, BENEFITS AND HOSPITALITY (VIRGIN ISLANDS)

Have you, or your spouse to your knowledge, received any gift of a value greater than \$500.00, from any company, organisation or person in the Virgin Islands which in any way relates to you as a public officer?

YES/NO (Please delete as appropriate)

If yes, please give details.

Notes: (i) You should include any hospitality given and services or facilities offered free or at a price below that generally available to members of the public, except that where the advantage is known to be available to all public officers, it need not be registered.

(ii) You should include not only gifts and material advantages received personally by you and your spouse, but also those received by any company or organisation in which you (or you and your spouse jointly) have a controlling interest.

4. OVERSEAS VISITS

Have you or your spouse made any overseas visits relating to or in any way arising out of your being a public officer where the cost of the visit was not wholly borne by yourself or by public funds?

YES/NO (Please delete as appropriate)

If yes, please list relevant visits in chronological order.

Countries visited

Dates of visit

Who paid?

Note: You are not required to register visits undertaken on behalf of the Commonwealth Parliamentary Association. Other categories of overseas visits which are exempt from the requirement to register are listed in the guidance pamphlet on Registration and Declaration of public officers' Interests.

5. OVERSEAS BENEFITS AND GIFTS

Have you, or your spouse to your knowledge, received any gift of a value greater than \$150.00 or any material advantage of a value as a public officer, from or on behalf of any foreign Government, organisation or person which in any way relates to you as a public officer?

YES/NO/ (Please delete as appropriate)

If yes, please give details.

Note: Overseas hospitality and travel facilities should be entered under category 5. Otherwise the notes under category 4 apply here also.

6. REAL PROPERTY

Do you have any real property, other than any home used solely for the personal residential purposes of you or your family?

YES/NO (Please delete as appropriate)

If yes, please indicate below the nature of the real property (e.g. Estate, Farm, Smallholding, Woodland, Residential rented/leasehold real property, Commercial rented/leasehold real property) and give the registration section, block and parcel number, and the street and number (if appropriate) of the real property in each case.

Nature of Land	Location Registration Section No.: Block No.: Parcel No.: Address:
.....	Registration Section No.: Block No.: Parcel No.: Address:
.....	Registration Section No.: Block No.: Parcel No.: Address:

7. SHAREHOLDINGS

Do you have (either yourself or with or on behalf of your spouse or dependent children) interests in shareholdings in any company or other body which has a

nominal value (a) greater than \$25,000.00, or (b) less than \$25,000.00 but greater than 1 percent of the issued shared capital of the company or body?
YES/NO (Please delete as appropriate)

If so, please list each company or body, indicating in each case the nature of its business and whether your holding falls under sub-category (a) or (b) above.

8. MISCELLANEOUS

If, bearing in mind the definition of purpose set out in the introduction to this Form, you have any relevant interests which you consider should be disclosed but which do not fall within the nine categories set out above, please list them:

I declare that the information contained in this declaration is a complete and accurate description of all the interests that I am liable to declare under the Public Service Management Act, 2024.

SIGNATURE:

DATE:

Passed by the House of Assembly this 29th day of August, 2024.

(Sgd.) Corine N. George-Massicote,
Speaker.

(Sgd.) Bethsaida Smith-Hanley,
Clerk of the House of Assembly.