



GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE – REGISTRAR OF INTERESTS

Applications are invited for qualified persons for appointment as the **Registrar of Interests** for the Virgin Islands in accordance with section 112 of the Virgin Islands Constitution Order 2007,

ROLE SUMMARY:

Maintain records of financial interests of the members of the House of Assembly which may potentially influence members' official duties, unethically or unlawfully.

RESPONSIBILITIES:

The responsibilities of the Registrar of Interests in accordance with the Virgin Islands Constitution and the Registrar of Interest Act, 2006 include the following:

1. Establish a database to serve as a Register of Interest of assets, income and liabilities of a person in public life, or of any other person connected with him or her, as may be prescribed by law.
2. Responsible for maintaining a Register which shall contain the names, offices and addresses of the persons in public life, and the details of declarations made in accordance with the Register of Interests Act, 2006.
3. Register interests of each declaration subject to Sections (3) to (5) of the Registrar of Interest Act, 2006.
4. Provide information of any pecuniary interest or other material benefit which a Member or other person in public life receives which might reasonably be thought by others to influence his or her actions, speeches or votes in the House of Assembly, or actions taken in his or her capacity as a Member or a person in public life.
5. Act as Clerk to the Standing Select Committee of the House of Assembly.
6. Examine each declaration to ensure that the declaration has been made in the form set out in Schedule 1 of the Registrar of Interests Act, 2006 prior to entering the declaration in the Register of Interest.
7. Obtain from Members such information that would assist in examining declarations provided.
8. Ensure that entries made as a result of fraudulent or materially misleading declarations are marked as cancelled and require the Member to make a new declaration in respect of the interests held at the date the fraudulent or materially misleading declaration was made.
9. Accurately cancel any entry which has been incorrectly made.



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10. Require a person to supply information, and produce records and information within such period as may be specified in the notice being not less than fourteen days from the date of the notice.
11. Provide strategic input into any new legislation impacting the work of the Registrar of Interests.
12. Work with other accountability agencies to ensure good governance in the Territory.

QUALIFICATIONS:

- Bachelor's Degree in Public Administration or related field.
- Seven (7) years' experience in a senior administrative capacity.
- Sound knowledge of the Government structure, policies and procedures.
- Sound knowledge of the Virgin Islands Constitution Order, 2007 and Register of Interests Act, 2006 and relevant amendments.
- Skilled in taking and recording minutes of meetings.
- Sound oral and written communication skills.
- Sound knowledge of the use of standard office equipment and computer applications.
- Good interpersonal and organisational skills.
- Strong report writing skills.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development.
2. Provide leadership in your area of responsibility.
3. Control expenditure against budgets.
4. Manage self to model behaviour in meeting organizational standards.
5. Manage your time effectively.
6. Ensure products and services meet quality requirements.
7. Develop the trust and support of colleagues and stakeholders.

SALARY:

The post is a part-time position attracting a salary of **\$26,991 per annum**.

APPOINTMENT:

The appointment is subject to medical fitness and will be on contract for a period of two (2) years initially.

APPLICATIONS:

Applications giving full details of age, qualifications, experience and availability accompanied by two references should be sent to:

***Executive Private Secretary
Governor's Office
Road Town, Tortola
British Virgin Islands
or via email gritter-freeman@gov.vg***



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The closing date for the receipt of applications is **3rd March, 2021.**