



# VACANCY NOTICE

## MEMBERS ON THE PUBLIC ASSISTANCE APPEAL BOARD

The Government of the Virgin Islands is seeking qualified persons to serve as **Members on the Public Assistance Appeal Board.**

### **PUBLIC ASSISTANCE APPEAL BOARD**

The Public Assistance Act, 2013 provides for the establishment of a Public Assistance Appeal Board to hear appeals against decisions of the Public Assistance Committee. In accordance to the Act, a person aggrieved by a decision of the Committee may, within thirty days (30) of receiving written notice of the decision, appeal to the Appeal Board in the manner prescribed.

Section 30 (2) of the Act stipulates that the Appeal Board shall consist of not more than five (5) members appointed by the Minister, with the approval of the Cabinet.

The legislation further states that the Minister shall appoint the Chairperson and Deputy Chairperson of the Appeal Board from among the members. The Chairperson shall preside at all meetings of the Appeal Board, or in his or her absence, the Deputy Chairperson shall preside.

### **FUNCTIONS OF THE APPEAL BOARD:**

The functions of the Board shall be to advise the Governor and the Minister with respect to:

- a) affirm the decision appealed against;
- (b) vary the decision appealed against; or Proceedings by the Committee.
- (c) set aside the decision appealed against and remit the matter concerned for reconsideration by the Committee in accordance with such direction as the Appeal Board may consider fit.

- (d) The Board shall forward a notice of its decision together with a statement of its reasons to the appellant and to the Chairperson of the Committee and unless the Committee otherwise directs, the determination shall come into operation when the notice is given to the appellant and to the Chief Social Development Officer.

### **IDEAL CANDIDATES SHOULD EMBODY THE FOLLOWING QUALITIES:**

- a) Be willing to make a professional commitment to the Public Assistance Appeal Board in carrying out its functions;
- b) Be willing to attend scheduled meetings, and actively contribute to the Board's deliberations.
- c) Possess leadership skills and experience in areas relevant to the Board's functions and responsibilities;
- d) Commit to confidentiality, integrity, and good governance;
- e) Demonstrate the ability to think strategically, manage complexity and act decisively;
- f) Possess strong communication and interpersonal skills;
- g) Exercise discretion and good judgement.

### **AREAS OF EXPERTISE**

Candidates should have knowledge, experience and expertise preferably in medicine; law; accounting; nursing; social work or persons representing academia; the religious community and any other fit and proper person.

### **TERMS OF SERVICE**

Members shall be appointed by the Minister for a term not exceeding three (3) years but are eligible for re-appointment.

### **COMPENSATION:**

Members of the Public Assistance Appeal Board do not receive stipendiary compensation.

### **APPLICATION PROCESS:**

Interested persons should submit a Letter of Interest and Résumé/ Curriculum Vitae to the address provided below by the closing date.

#### Agency:

Permanent Secretary  
Ministry of Health and Social Development  
Government of the Virgin Islands  
Road Town, Tortola VG1110  
British Virgin Islands

Email: [ministryofhealth@gov.vg](mailto:ministryofhealth@gov.vg)

For more information, please contact the Ministry by email or call (284) 468-2174 /2272.

### **CLOSING DATE:**

**Friday, 15th DECEMBER, 2023**