



VACANCY NOTICE SOCIAL SECURITY APPEALS TRIBUNAL BOARD

The Government of the Virgin Islands is seeking qualified individuals interested in serving as Member (Representing Employees) on the Social Security Board Appeals Tribunal.

SOCIAL SECURITY BOARD APPEALS TRIBUNAL

The Social Security (Decisions and Appeals) (Amendment) Regulations, 1997 provide for the establishment of an Appeals Tribunal to ensure that persons appealing decisions of the Board do not have the merits of their appeals being judged or evaluated by the same Board.

The Regulations provide that the Tribunal consist of three (3) members appointed by the Minister responsible for Social Security as follows:

- a) a barrister-at-law, who shall act as Chairperson;
- b) a person representing employers; and
- c) a person representing employees.

PRIMARY RESPONSIBILITIES:

The main responsibility of the Social Security Board Appeals Tribunal is to hear and determine appeals from decisions of the Director or other authorized persons.

In accordance with **Section 68** of the **Social Security (Amendment) Act, 2014** the provisions of the Social Security (Decisions and Appeals) Regulations shall apply mutatis mutandis to complaints and grievances relative to National Health Insurance (NHI). As such, the additional duties associated with NHI appeals rest with the Appeals Tribunal.

SOCIAL SECURITY BOARD APPEALS TRIBUNAL MEMBERS

Persons applying to serve on the Social Security Board Appeals Tribunal should have the professional competencies that exemplify integrity, respect, and a balance of skills and experience that supports the purpose of the Appeals Tribunal.

IDEAL CANDIDATES SHOULD EMBODY/FULFILL THE FOLLOWING:

- a) Be willing to make a professional commitment to the Appeals Tribunal in carrying out its functions;
- b) Be willing to attend scheduled meetings, and actively contribute to the Appeal Tribunal deliberations.
- c) Possess leadership skills and experience in areas relevant to the Appeal Tribunal 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.

COMPENSATION:

With the exception of Public Officers, stipends are paid to members of the Appeals Tribunal at rates determined by the House of Assembly.

APPLICATION PROCESS

Interested persons should submit a Letter of Interest and Résumé/Curriculum Vitae that include the following information:

1. Biographical information
2. Employment record
3. Areas of expertise – specialist knowledge
4. Educational background/qualifications
5. Community involvement
6. Previous Board experiences including dates
7. Disability status
8. Disclosure of any criminal conviction, bankruptcy, or Conflict of Interest
9. References

Applications should be addressed to:

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

**Applications should be delivered
electronically to the following
email address by the closing
date:** ministryofhealth@gov.vg

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

CLOSING DATE:
31st MARCH, 2023