



## VACANCY NOTICE

### National Bank of the Virgin Islands Board Member

The Government of the Virgin Islands is seeking a qualified person to fill the following position:

#### **Member of the Board of Directors of the National Bank of the Virgin Islands Limited**

**Job Summary:** A Member of the Board of Directors (the "Board") is responsible for participating in the activities of the Board and at least two assigned sub-committees, which may include the Credit Committee, Audit and Compliance Committee, Assets and Liabilities Committee, and Governance, Nominations, and Remunerations Committee.

#### **Minimum Educational Requirements:**

Bachelor's Degree in field of expertise.

#### **Training/Skill/Experience Requirements:**

- a) Minimum five (5) years working experience in field of expertise.
- b) Leadership and problem-solving skills.
- c) Ability to think strategically, manage complexity and act decisively.
- d) Ability to maintain confidentiality.
- e) Sound judgment, integrity, and a commitment to upholding the highest ethical standards.
- f) Sound written and oral communication skills.
- g) Strong interpersonal skills, and the ability to maintain good working relationships.
- h) Financial, business, and managerial acumen.
- i) Basic understanding of banking, laws, and regulations.
- j) Proficiency in Microsoft Office.

**Primary Responsibilities** include, but are not limited to:

- a) Participating in an induction programme and any additional education or training programmes required, including annual compliance training.

- b) Thoroughly prepare for full engagement in Board Meetings, by reviewing reports, policies, credits, and other materials submitted prior to the scheduled meetings.
- c) Serving as a Board Committee Chair, subject to appointment by the Chairperson, aligning with the individual's field of expertise.
- d) Contributing to the development, review and oversight of the Bank's Strategic Plan and Annual Budget.
- e) Assisting with the review of the Bank's Integrated Annual Report, inclusive of audited financial statements.
- f) Participating in the performance evaluation of fellow Board members, including the CEO, at least once per year.

#### **NOTES:**

- i. Applicants must reside in the British Virgin Islands.**
- ii. Selected candidates are subject to review by the Approved Persons Regime of the BVI Financial Services Commission (FSC). The guidelines stipulate the following minimum qualifications and requirements for appointment:**

**Fit and Proper:** The FSC evaluates the candidate's honesty, integrity, reputation, competence, capability, and soundness of judgment. Shortlisted candidates will be required to submit a written Police Report, along with other required documents.

**Education:** The candidate should possess a relevant diploma unless their experience in a relevant field (at least seven years) compensates for the lack of academic achievement. Additional training may be required if qualifications are deemed insufficient.

**Experience:** A minimum of five years of experience in a relevant field is required.

**General Managerial Experience and Skills:** Candidates should have effective communication skills, organisational abilities, familiarity with human resources policies, adaptability in stressful situations, and the ability to understand various informational documents.

**Compensation:** Apart from Public Officers, stipends are paid to members of the Board, at rates determined by the House of Assembly.

#### **How to Apply**

Submit a Cover Letter and Résumé/ Curriculum Vitae inclusive of 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 Financial Services, Labour, and Trade  
Government of the Virgin Islands  
Road Town, Tortola VG1110  
Virgin Islands

**Applications should be delivered electronically to the following email address by the closing date:**

Email: permanentsecretarymfslt@gov.vg  
For more information, please contact the Ministry by emailing mfslt@gov.vg or calling (284) 468-2097

Closing date: **24th January, 2024**