



VACANCY NOTICE

PROSPECT REEF RESORT BOARD

The Government's Vision to transform the Virgin Islands into a leading economy through entrepreneurship, innovation and local and foreign investment. This means creating a thriving, vibrant, diversified and innovative, knowledge-based economy, with an attractive business environment that ensures full employment and full participation in global trade.

PROSPECT REEF RESORT BOARD

The re-development of the Prospect Reef Resort into a world class facility is important to create a swirling contribution in the tourism sector. Towards this end, the Government of the Virgin Islands is seeking a qualified person to fill the following positions:

CHAIR

The Chair is primarily responsible for the activities of the Board and ensures the integrity of the Prospect Reef Resort Board's processes. The Chair must have the general knowledge, skills and experience that may reasonably be expected of a Board member carrying out the specific duties in relation to the redevelopment of the Resort on behalf of the Prospect Reef Management Company Ltd.

COMPETENCIES:

Since most of the work of the Board will be done during regularly scheduled meetings, the competencies required for an effective Chair include the ability to:

- a) Lead and direct the board to develop and set strategy based on a high level of personal business acumen and experience.
- b) Play a central role with the Chief Executive Officer relationships with key stakeholders and local government bodies.
- c) Lead board meetings in a way which embodies the culture, values and ethos of good corporate governance.
- d) Ensure that the Prospect Reef Management Company Ltd. conducts its business properly and in accordance with the law and its constituted powers.
- e) Ensure that the work is conducted efficiently and effectively.
- f) Provide leadership of the Chief Executive Officer.
- g) Serve as principal spokesperson for the Board.
- h) Maintain effective and constructive working relationships between the Board and the Prospect Reef Management Company Ltd.

- i) Encourage active and effective contributions by all members of the Board, communicate with members of the Board between Board meetings to carry out the day-to-day business of the Board.
- j) Ensure that the Prospect Reef Management Company Ltd. functions effectively within the law and uphold the highest professional standards at all times.
- k) Ensure clarity of vision, ethos and strategic direction.
- l) Oversee the financial performance of the Prospect Reef Management Company Ltd., and making sure its money is well spent.
- m) Establish and maintain an effective relationship with the Prospect Reef Management Company Ltd., and think strategically about the future direction of the Resort.
- n) Ensure that the Prospect Reef Management Company Ltd. adheres to the highest standards of governance and controls, to successfully achieve business and stakeholder objectives whilst controlling risk.
- o) Chair with neutrality, including ensuring correct procedures, adherence to the agenda while allowing adequate time for discussion, reaching clear decision and overseeing a vote if consensus is not reached.
- p) Strong track record of making informed business, strategic and financial decisions on a basis that takes due account of and mitigates risk.

TRAINING/SKILL/EXPERIENCE REQUIREMENTS:

The Chair must have commercial experience and acumen within a substantial private sector business or past public sector experience ideally from a relevant environment with a minimum of ten (10) years' experience in the field of expertise which may include: property, regeneration, hotel management, project management, investment and promotion, leisure and tourism, finance, economics, management, among other related business sector leadership.

The chairman must possess the requisite acumen and a proven track record of successful leadership skills, technical expertise in management, innovation, and strategy.

- a) Ability to maintain confidentiality
- b) Ability to exercise discretion and good judgment
- c) Sound written and oral communication skills
- d) Financial, business and managerial acumen
- e) Excellent time-keeping and reliability

- f) Basic understanding laws and regulations
- g) Highly developed skills in leadership excellence
- h) Excellent written and oral communication and interpersonal skills.
- i) Complete impartiality to ensure fairness in decision making at all times
- j) The ability to ensure that decisions are made efficiently and effectively. This includes the ability to follow up on decisions, to make sure that they are implemented.
- k) Excellent time-keeping and reliability
- l) Power to influence
- m) Ability to reconcile opposing views
- n) strength and clarity of purpose
- o) Well-developed diplomacy skills
- p) Proven experience of managing organisations and people
- q) Excellent negotiation skills
- r) Understanding of financial and project management
- s) Proficiency in Microsoft Office

PRIMARY RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- a) a) Provide leadership and governance of the Board and acts as an important link between the board and the Chief Executive Officer to create the conditions for overall effectiveness of the Redevelopment of the Prospect Reef Resort.
- b) Sets the strategic objectives for the Redevelopment of the Prospect Reef Resort in delivering results, in terms of ambitious returns on investment and value for money.
- c) Promote effective relationships and open communication to ensure effective functioning of the board and proper information flow to the board.
- d) Establish good governance practices and procedures and promotes the highest standards of integrity, probity and governance throughout the Prospect Reef Management Company Ltd., and particularly at Board level.
- e) Create an attractive formula to encourage partner with large international brands that have a global marketing structure already in place and which are synonymous with high-quality service.
- f) Create opportunities and communicating with potential investors progressing the redevelopment of Prospect Reef Resort.
- g) Set the framework for progressing with the investment and re-development of Prospect Reef Resort.



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- h) Provide transformational leadership and oversight of the Redevelopment of the Prospect Reef Resort by accelerating the expansion and upgrade of the Virgin Islands, room stock
- i) Set, in consultation with the Chief Executive, the Board meeting schedule and agenda to take full account of the important, critical and strategic matters.
- j) Ensure that the Board, as a whole plays, a full and constructive part in the development and determination of the redevelopment strategies, and that Board decisions taken are in the best interests of the Virgin Islands and fairly reflect Board's consensus.
- k) Facilitate open and constructive communications amongst board members and encourage their contribution to board deliberations.
- l) Promote effective relationships and open communication to ensure effective functioning of the Board and proper information flow to the Board.
- m) Set, in consultation with the Chief Executive Officer, the Board meeting schedule and agenda to take full account of the important, critical and strategic matters.
- n) Plan the conduct and timing of meetings, in conjunction with the Chief Executive Officer, and chair meetings of the Board.
- o) Ensure that the Board, as a whole plays, a full and constructive part in the development and determination of the Resort's strategies, and that Board decisions taken are in the best interests of the Virgin Islands and fairly reflect Board's consensus.
- p) Ensure that the strategies and policies agreed by the Board are effectively implemented by the Chief Executive Officer.
- q) Facilitate open and constructive communications amongst Board members and encourage their contribution to board deliberation.
- r) Ensure that the information provided to the Board is relevant, accurate, timely and sufficient to keep the board appropriately informed of the performance of the Resort and of any developments that may have a material impact on the Resort or its performance.
- s) Serve as public and media spokesperson for the Board.

DEPUTY CHAIR

The Deputy Chair is responsible for providing support to the Chair. The Deputy Chair will act in the Chair's absence, support the Chair in the effective leadership of the Board and provide a sounding board for the Chair.

COMPETENCIES:

- a) Develop an effective working relationship with the Chair, Chief Executive Officer, and Board members based on a full understanding of the role of the Board in overseeing the re-development of the Resort.
- b) Understand and focus on the strategic oversight and issues of the Resort and the way it integrates with the wider community.
- c) Act as deputy to the Chair when the Chair is unable to attend a meeting or function or to attend to a matter of business requiring his/her involvement.
- d) Know and understand the role and responsibilities of the Chair.
- e) Act as confidant to the Chair in matters the Chair wishes to discuss regarding the work of the Board and the Resort.
- f) Provide deputy leadership for the Board and aid the Chair in developing the Board as a team.

TRAINING/SKILL/EXPERIENCE REQUIREMENTS:

- a) Minimum ten (10) years working experience in the field of expertise: property, regeneration, hotel management, project management, investment and promotion, leisure and tourism, finance, economics, management, among other related business sector leadership.
- b) Ability to maintain confidentiality
- c) Ability to exercise discretion and good judgment
- d) Sound written and oral communication skills
- e) Financial, business and managerial acumen
- f) Basic understanding laws and regulations
- g) Proficiency in Microsoft Office

BOARD MEMBERS

Persons applying to serve on the Board or nominated should have the professional competencies that match the mandate and responsibilities of the Chairman of the Board. The ideal candidates embody the following qualities:

- a) Possess the requisite leadership skills and experience in sectors directly relevant to the Authority's functions and responsibilities. Clearly understand the industry, Authority and the needs of its stakeholders.
- b) Capable and willing to attend scheduled Board meetings, and actively contribute to the discussion.
- c) Review agendas and supporting materials prior to Board and committee meetings.
- d) Attend meeting and make a substantial active contribution to Board deliberations. Share recommendations on how the Board can enhance the effective performance of its functions and mandate.
- e) Partner with Chair to ensure that all Board resolutions are carried out and that actions to achieve the Authority's strategic goals are successfully undertaken.
- f) Develop a good working relationship with other Board members and contribute to the Board's working relationship with the senior management of the Authority.
- g) Demonstrate a commitment to confidentiality and good corporate governance.
- h) Think strategically, manage complexity and act decisively.
- i) Demonstrate ability and willingness to work effectively and collaboratively in a group.
- j) Possess an innovative spirit and the ability to think out of the box.

HOW TO APPLY:

Send **Cover Letter** and **Résumé/Curriculum Vitae** to the address provided below by the closing date.

Agency:

Permanent Secretary
Premier's Office
Cutlass Building, 2nd Floor
Road Town, Tortola VG1110
British Virgin Islands
Tel: (284) 468-2152
Email: premieroffice@gov.vg

CLOSING DATE: 15TH JUNE, 2021