



## VACANCY NOTICE SOCIAL SECURITY BOARD

The Government of the Virgin Islands is seeking qualified persons to serve as **Member (Representing Employers) and Member (Representing Employed persons) on the Social Security Board.**

In accordance with Social Security Ordinance (Cap. 266), members representing employers shall be appointed after consultation with such associations of employers, or such persons or bodies, as appear to the Minister likely to produce representation for employers generally throughout the Territory.

Members representing employed persons shall be appointed after consultation with such persons or bodies, as appear to the Minister to be representative of employees throughout the Territory.

The legislation further provides that the Minister shall with the concurrence of the Leader of the Opposition designate two representative members of the Board to be Chairman and Deputy Chairman.

### **SOCIAL SECURITY BOARD**

The Social Security Board is a Statutory Body established under the Social Security Ordinance (Cap. 266) and falls under the portfolio of the Minister for Health and Social Development. The mission of the Social Security Board is to provide appropriate Social Security benefits to its contributors and their families, through strong leadership, prudent investments, and the sustained efforts of a highly motivated, committed and professional staff.

The Social Security Board of Directors (the "Board") has responsibility for the overall stewardship of the conduct of the organisation's business; and the Board, through its Director, establishes the guiding principles for the organization.

### **PRIMARY RESPONSIBILITIES:**

- a) Administering the Social Security Fund;
- b) Advising on all matters which may from time to time be referred to the Board by the Minister and furnishing to the Minister such information as he may reasonably require.
- c) Monitoring the organisation's progress towards its goals and objectives and altering its direction through management in response to changing circumstances.

### **SKILLS AND COMPETENCIES REQUIRED**

Persons applying to serve on the Social Security Board should be capable and willing to attend scheduled Board meetings, including meetings of assigned Board committees, and make a substantial active contribution to Board deliberations. Ideal candidates should demonstrate the qualities and professional competencies that match the mandate and responsibilities of the Board, including:

- a) Highly developed skills in leadership and problem-solving;
- b) Commitment to confidentiality, integrity, and good corporate governance;
- c) Ability to think strategically, manage complexity and act decisively;
- d) Strong communication and interpersonal skills, and the ability to maintain good working relationships;
- e) Ability to exercise discretion and good judgement; and
- f) Innovation and adaptability.

### **COMPENSATION:**

With the exception of 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 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:**

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:**

31st DECEMBER 2023