

VACANCY NOTICE SOCIAL SECURITY BOARD

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

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. The Social Security Ordinance (Cap. 266) stipulates that the 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.

In accordance with the Social Security (Amendment) Act, 2014 the Board shall consist of nine (9) persons appointed by the Minister with the approval of the Cabinet, of whom:

- (a) one shall be the Director or in his absence his Deputy;
- (b) three shall represent Government one of whom shall be the Chief Medical Officer;
- (c) two shall represent employers;
- (d) two shall represent employed persons, and

- (e) one shall be a private health practitioner.

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 (Ag.)
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

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

CLOSING DATE:

5th JULY, 2024