



# VACANCY NOTICE

VIRGIN ISLANDS TRADE COMMISSION BOARD

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*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.*

## VIRGIN ISLANDS TRADE COMMISSION BOARD

The Virgin Islands Trade Commission was passed in the House of Assembly on June 9 2020 to advise the Minister responsible for Trade on all matters relating to trade, business, investment, fair competition and consumer affairs, including the most suitable implementation mechanisms for stimulating and promoting the development of business and investment activities and opportunities, nationally and internationally. The Government of the Virgin Islands is seeking qualified persons to fill the following positions:

### CHAIR

The Chair is primarily responsible for the activities of the Board and ensures the integrity of the Virgin Islands Trade Commission 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 Commission.

### 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 Board meetings in a way which embodies the culture, values and ethos of good corporate governance.
- b) Ensure that the Commission conducts its business properly and in accordance with the law and its constituted powers.
- c) Ensure that the work is conducted efficiently and effectively.
- d) Provide leadership of the Commission.
- e) Serve as principal spokesperson for the Board.
- f) Maintain effective and constructive working relationships between the Board and the Commission.

- g) 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.
- h) Ensure that the Commission function effectively within the law and uphold the highest professional standards at all times.
- i) Ensure clarity of vision, ethos and strategic direction.
- j) Oversee the financial performance of the Commission and making sure its money is well spent.
- k) 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.
- l) Establish and maintain an effective relationship with the Commission and think strategically about the future direction of the Commission

### 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: Trade and Investment/International Business/ International Trade Law/ Economics/Enterprise Development. Experience also includes;

- 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 of 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 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) Promoting effective relationships and open communication to ensure effective functioning of the board and proper information flow to the Board.
- b) Ensuring that the members of the Board are properly informed about the operations of the Commission and Board, and have the information and opportunity necessary to come to decisions on matters within its purview.
- c) Planning the conduct and timing of meetings, in conjunction with the Commissioner, and will chair meetings of the Board.
- d) Establishing good governance practices and procedures and promoting the highest standards of integrity, probity and governance throughout the Commission and particularly at Board level.
- e) Setting, in consultation with the Commissioner, the Board meeting schedule and agenda to take full account of the important, critical and strategic matters.
- f) Ensuring that the Board as a whole plays a full and constructive part in the development and determination of the Commission's strategies, and that Board decisions taken are in the best interests of the Virgin Islands and fairly reflect Board's consensus.
- g) Facilitating open and constructive communications amongst board members and encourage their contribution to board deliberation.
- h) 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 Commission and of any developments that may have a material impact on the Commission or its performance.
- i) Liaising with the Trade Commissioner, who is responsible for the execution of the National Trade Policy and directives, and for determining the means, structure and management



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processes necessary to achieve the Virgin Islands Trade Commission's objectives.

- j) Serving as public and media spokesperson for the Board of the Virgin Islands Trade Commission.
- k) Ensuring that the strategies and policies agreed by the Board are effectively implemented by the Commissioner.

### VICE CHAIR

The Vice Chair is responsible for providing support to the Chair. The Vice 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, Commissioner, and Board members based on a full understanding of the role of the Board in overseeing the Commission.
- b) Understand and focus on the strategic oversight and issues of the Commission 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 Commission.
- 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 following fields of expertise:

Trade and Investment/International Business/  
International Trade Law/ Economics/Enterprise  
Development

- 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

#### SECRETARY TO THE VIRGIN ISLANDS TRADE COMMISSION BOARD

The Secretary shall ensure that all secretarial functions are performed on behalf of the Virgin Islands Trade Commission Board, and that records are kept of all proceedings and transactions. The Secretary is the custodian of all official books, papers, records, documents and correspondence of the Board. The Secretary shall:

- a) Notify members of the time, date and place of meeting.
- b) Prepare the agenda and circulates it with associated papers.
- c) Arrange meeting venue is arranged appropriate logistics have been secured for the meeting.
- d) Ensures that the meeting is properly convened (i.e. there is a quorum).
- e) Ensures that minutes are taken at all regular and special meetings of the Board and copies of minutes and agendas are circulated to members prior to each meeting.
- f) Oversees the keeping of records of meetings, policies, members and any other records required by law.
- g) Makes arrangement for persons to make presentations to the Board, as requested by the Chair.
- h) Keeps custody of official documents of the Board by ensuring the maintenance of, the files and records of the Board to be passed on to future officers and ensure the security and confidentiality of all such files and records.
- i) Resists the temptation to speak on anything other than procedural matters or when requested to give an opinion.

#### 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 Commission's functions and responsibilities. Clearly understand the industry, Commission 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 Commission'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 Commission.
- 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.

Interested persons are asked to send documents (**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: 25<sup>TH</sup> JUNE, 2021**