



VACANCY NOTICE

VIRGIN ISLANDS SHIPPING AND MARITIME AUTHORITY BOARD OF DIRECTORS

The Government of the Virgin Islands is seeking qualified persons to fill the following vacancies:

Members of the Board of Directors of the Virgin Islands Shipping and Maritime Authority

VIRGIN ISLANDS SHIPPING AND MARITIME AUTHORITY

The Government of the Virgin Islands has successfully accomplished its transition of the Virgin Islands Shipping Registry to the Virgin Islands Shipping and Maritime Authority (the "Authority").

The Authority is an autonomous corporate body established under Section 3(1) of the Virgin Islands and Shipping and Maritime Authority Act, 2023 (the "Act") on 17th October, 2023.

Its decentralisation from Government empowers the Authority with direct management and control over maritime matters for the purpose of achieving self-sufficient and sustainable revenue levels for the Virgin Islands' economy through increased company registration and tourism products.

THE PRIMARY FUNCTIONS OF THE AUTHORITY IN ACCORDANCE WITH SECTION 4(1) OF THE ACT ARE TO:

1. continue the functions relating to maritime affairs under Part II and Part XIX of the Merchant and Shipping Act, 2001 (as amended);
2. administer and enforce all matters for which the Minister is responsible under this Act and the laws in force in the Virgin Islands relating to merchant shipping and seamen; and
3. promote the proper development of ship registration, survey, inspection, safety management of audits and related services.

PRIMARY ROLE AND RESPONSIBILITIES (INCLUSIVE BUT NOT LIMITED TO):

- a) set the strategic direction of the Authority, through the development of its strategic plan and determine Authority policies;
- b) manage the operations of the Authority and control its activities to ensure that the primary functions are achieved;

- c) establish within the Authority such departments or divisions as are considered necessary;
- d) ensure that the premises of the Authority are kept as resistant to disaster as possible and that there is a disaster preparedness plan for the Authority that is known to all staff;
- e) develop and maintain a pension scheme for employees that is no less favourable than that of employees in the Government Service;
- f) recruit, appoint, train, promote members of staff of the Authority and exercise discipline over such staff, including the suspension and/or termination of employment through its Human Resources Department;
- g) ensure that the highest performance is realised by all staff employed and that professional standards are maintained;
- h) develop a marketing plan that promotes the Authority's services and attracts individuals to utilize the services that are provided, creating partnership and encouraging involvement with the community, which will serve the best interest of the Authority;
- i) prescribe and collect all fees payable to the Authority for services provided;
- j) ensure the development and implementation of a customer service programme that encompasses all levels of Authority services, creating partnership and encouraging involvement with the community, which will serve the best interest of the Authority;
- k) ensure that the Authority develops and implements a quality assurance programme and attains accreditation from the appropriate accrediting body;
- l) ensure adequate financing and control of expenses through a well-planned annual budget and prepare and submit a financial report to the Ministry of Finance;
- m) ensure that audited reports are available so that they can be laid on the table at House of Assembly in a timely manner;

- n) give effect to general policy directions given by the Minister including directions pertaining to the provision of services by the Authority, the determination of the principles upon which the fees payable for services rendered by or at the Authority are imposed and any other matter concerning the Authority integral to the protection of the public interest.

SKILLS AND COMPETENCES REQUIRED:

Persons expressing an interest to serve on the Authority's Board of Directors should be qualified, experienced or have capacity in the matters relating to maritime affairs, industry, commerce, transportation finance, law, Government or administration in accordance with Section 8 of the Act.

COMPENSATION:

Directors shall be paid such fees and allowances as Cabinet may determine.

HOW TO APPLY:

Submit cover letter and resume/curriculum vitae inclusive of the following:

- Biographical information;
- Employment record;
- Areas of expertise-specialist knowledge;
- Educational background/qualifications;
- Previous Board experience including dates;
- Disclosure of any criminal conviction, bankruptcy, or conflict of interest; and
- Two References.

APPLICATIONS SHOULD BE ADDRESSED TO

Permanent Secretary
Premier's Office
Government of the Virgin Islands
Road Town, Tortola VG1110
Virgin Islands

APPLICATIONS SHOULD BE DELIVERED ELECTRONICALLY TO THE FOLLOWING E-MAIL ADDRESS BY THE CLOSING DATE:

E-mail: premieroffice@gov.vg
For more information, please send your inquiries by e-mail or call (284) 468-2152

CLOSING DATE: : 29th December, 2023