GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

Vacancy - The Gaming and Betting (Gambling) Control Commission

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The Government’s Vision is 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.

THE GAMING AND BETTING (GAMBLING) CONTROL COMMISSION

The Gaming and Betting (Gambling) Control Commission regulates the gaming and betting sector on both, a national and global level for the benefit and good governance order of the Virgin Islands. The Commission establishes a licensing framework that will avert criminal or illegal activities. The gaming and betting industry will, among other areas, cover sectors such as horse racing, e-gaming, lotteries and cruise related activities. These are areas, which have not previously been substantively managed and regulated effectively to generate positive and legal revenue and employment avenues.

Accordingly, the Government of the Virgin Islands is seeking qualified persons to fill the following positions on the Commission:

CHAIR

The Chair is primarily responsible for the activities of the Board and ensures the integrity of the Gaming and Betting (Gambling) Control Commission’s executive oversight. 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) Work with the Chief Executive Officer to ensure that the Commission’s work is conducted efficiently and effectively.

d) Provide oversight leadership of the Commission.

e) Serve as principal strategist/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

m) Ensure that the proper relationships and communication in regards to business of the Commission is provided to the Ministry of Government responsible and to other stakeholders of the Gaming and Betting industry.

TRAINING/SKILLS/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 gaming and betting (gambling) industry or field of expertise in the areas relating to law, finance, information technology, economics, management, social work or law enforcement. Experience also includes:

a) Ability to provide high level advice and the ability to analyze matters related to a complex international gaming and betting industry.

b) Ability to analyze and critically assess and advise on the basic relationships and impact of Gaming and Betting on all industries and aspects of VI's economy

c) Ability to maintain confidentiality

d) Ability to exercise discretion and good judgment

e) Sound written and oral communication skills
f) Financial, business and managerial acumen
g) Excellent time-keeping and reliability
h) Basic understanding of laws and regulations
i) 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 of the Commission.

b) Ensuring that members perform the duties to manage and institute the objectives of the Commission as enacted in law.

c) 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 Managing, 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) Serving as public and media spokesperson for Board of the Gambling Commission.

j) Ensuring that the strategies and policies agreed by the Board are effectively implemented by the Commissioner

k) Ability to understand and coordinate and ensure gaming and Betting industry's compliance with international anti-money laundering and counterterrorism

financing regulations in line with the Financial Action Task Force Recommendations

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, Commissioner, and Board members based on a full understanding of the role of the Board in overseeing the work of the Commission.

b) Understanding and focus on the strategic oversight and issues affecting the work of the Commission and how it should integrate with the wider community both locally and internationally

c) Act on behalf of the Chair when the Chair is unable to attend meetings or function or to attend to matters of business of the Commission.

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.

g) Ability to maintain confidentiality

h) Ability to exercise discretion and good judgment

i) Sound written and oral communication skills

TRAINING/SKILL/EXPERIENCE REQUIREMENTS:

a) Minimum ten (10) years working experience in the field of expertise: law, finance, information technology, economics, management, social work or law enforcement.

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

CORPORATE SECRETARY

The Secretary shall ensure that all secretarial functions are performed on behalf of the Gaming and Betting (Gambling) Control 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 meetings.
b) Prepare the agenda and circulates it with associated papers.
c) Ensures that the meeting venue is arranged appropriate logistics have been secured for the meeting, spare copies of all documents needed for the meeting, 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
d) Ensure that the meeting is properly convened (i.e. there is a quorum)
e) Oversee the keeping of records of meetings, policies, members and any other records required by law.
f) Make arrangement for persons to make presentations to the Board, as requested by the Chair.
g) Keep 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.

BOARD MEMBERS

Persons applying to serve on the Board of the Commission or nominated should have the professional competencies that match the mandate and responsibilities of the Chairman of the Board of the Commission. 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) Ability to Review agendas and supporting materials prior to Board and committee meetings engage in forward preparation in order to contribution to relevant matters.

d) Ability and availability to attend meetings and make a substantive active contribution to Board deliberations. Share recommendations on how the Board can enhance the effective performance of its functions and mandate.

e) Can partner with Chair and other members of the Board to ensure that all Board resolutions are carried out and that actions to achieve the Commission's strategic goals are successfully undertaken.

f) Ability to 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) Ability to demonstrate a commitment to continuously maintain confidentiality and good corporate governance.

h) Ability to think strategically, manage complexity and act decisively.

i) Demonstrate ability and willingness to work effectively and collaboratively in a group.

j) Possesses an innovative spirit and the ability to think out of the box.

k) Should not hold or have conflicting interest of licence(s) issued under this Act or with persons who intend to apply for a license pursuant to the provisions of this Act during any period while serving on the Gaming Betting and Control commission's Board.

HOW TO APPLY:

Send Cover Letter expressing interest in the specific role for which you are applying along with the applicant's Résumé/Curriculum Vitae to the address provided below by the closing date.

Agency:

Permanent Secretary Ministry of Tourism Culture and Sustainable Development, Cutlass Building, 2nd Floor Road Town, Tortola VG1110 British Virgin Islands Tel: (284) 468-2161 Email: MTCSD@gov.vg

CLOSING DATE: 27th February, 2026

For Additional Information Contact:

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Additional Documents or Media

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