GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

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Vacancy Notice Deputy Clerk of the House of Assembly

Release Date: 9 September, 2026

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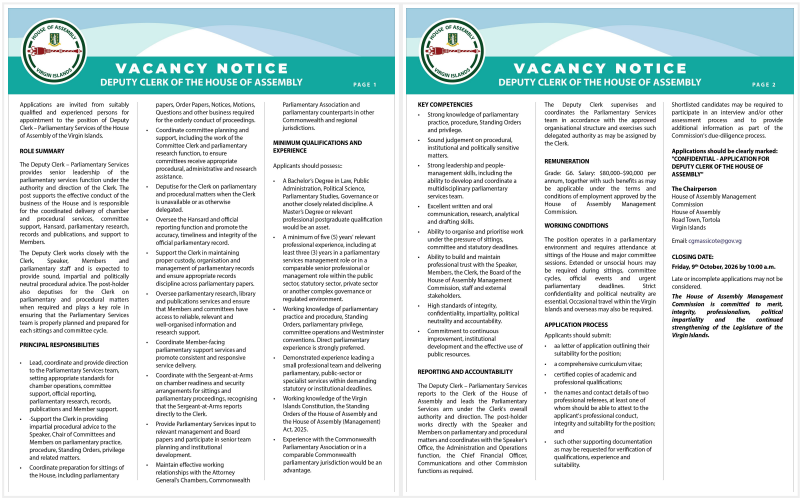

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DEPUTY CLERK OF THE HOUSE OF ASSEMBLY
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Applications are invited from suitably qualified and experienced persons for appointment to the position of Deputy Clerk - Parliamentary Services of the House of Assembly of the Virgin Islands.

ROLE SUMMARY

The Deputy Clerk - Parliamentary Services provides senior leadership of the parliamentary services function under the authority and direction of the Clerk. The post supports the effective conduct of the business of the House and is responsible for the coordinated delivery of chamber and procedural services, committee support, Hansard, parliamentary research, records and publications, and support to Members.

The Deputy Clerk works closely with the Clerk, Speaker, Members and parliamentary staff and is expected to provide sound, impartial and politically neutral procedural advice. The post-holder also deputises for the Clerk on parliamentary and procedural matters when required and plays a key role in ensuring that the Parliamentary Services team is properly planned and prepared for each sittings and committee cycle.

PRINCIPAL RESPONSIBILITIES

- Lead, coordinate and provide direction to the Parliamentary Services team, setting appropriate standards for chamber operations, committee support, official reporting, parliamentary research, records, publications and Member support.
- Support the Clerk in providing impartial procedural advice to the Speaker, Chair of Committees and Members on parliamentary practice, procedure, Standing Orders, privilege and related matters.
- Coordinate preparation for sittings of the House, including parliamentary papers, Order Papers, Notices, Motions, Questions and other business required for the orderly conduct of proceedings.
- Coordinate committee planning and support, including the work of the Committee Clerk and parliamentary research function, to ensure committees receive appropriate procedural, administrative and research assistance.
- Deputise for the Clerk on parliamentary and procedural matters when the Clerk is unavailable or as otherwise delegated.
- Oversee the Hansard and official reporting function and promote the accuracy, timeliness and integrity of the official parliamentary record.
- Support the Clerk in maintaining proper custody, organisation and management of parliamentary records and ensure appropriate records discipline across parliamentary papers.
- Oversee parliamentary research, library and publications services and ensure that Members and committees have access to reliable, relevant and well-organised information and research support.
- Coordinate Member-facing parliamentary support services and promote consistent and responsive service delivery.
- Coordinate with the Sergeant-at-Arms on chamber readiness and security arrangements for sittings and parliamentary proceedings, recognising that the Sergeant-at-Arms reports directly to the Clerk.
- Provide Parliamentary Services input to relevant management and Board papers and participate in senior team planning and institutional development.
- Maintain effective working relationships with the Attorney General's Chambers, Commonwealth Parliamentary Association and parliamentary counterparts in other Commonwealth and regional jurisdictions.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Applicants should possess:

- A Bachelor's Degree in Law, Public Administration, Political Science, Parliamentary Studies, Governance or another closely related discipline. A Master's Degree or relevant professional postgraduate qualification would be an asset.
- A minimum of five (5) years' relevant professional experience, including at least three (3) years in a parliamentary services management role or in a comparable senior professional or management role within the public sector, statutory sector, private sector or another complex governance or regulated environment.
- Working knowledge of parliamentary practice and procedure, Standing Orders, parliamentary privilege, committee operations and Westminster conventions. Direct parliamentary experience is strongly preferred.
- Demonstrated experience leading a small professional team and delivering parliamentary, public-sector or specialist services within demanding statutory or institutional deadlines.
- Working knowledge of the Virgin Islands Constitution, the Standing Orders of the House of Assembly and the House of Assembly (Management) Act, 2025.
- Experience with the Commonwealth Parliamentary Association or in a comparable Commonwealth parliamentary jurisdiction would be an advantage.

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KEY COMPETENCIES

- Strong knowledge of parliamentary practice, procedure, Standing Orders and privilege.
- Sound judgement on procedural, institutional and politically sensitive matters.
- Strong leadership and people-management skills, including the ability to develop and coordinate a multidisciplinary parliamentary services team.
- Excellent written and oral communication, research, analytical and drafting skills.
- Ability to organise and prioritise work under the pressure of sittings, committee and statutory deadlines.
- Ability to build and maintain professional trust with the Speaker, Members, the Clerk, the Board of the House of Assembly Management Commission, staff and external stakeholders.
- High standards of integrity, confidentiality, impartiality, political neutrality and accountability.
- Commitment to continuous improvement, institutional development and the effective use of public resources.

REPORTING AND ACCOUNTABILITY

The Deputy Clerk – Parliamentary Services reports to the Clerk of the House of Assembly and leads the Parliamentary Services arm under the Clerk's overall authority and direction. The post-holder works directly with the Speaker and Members on parliamentary and procedural matters and coordinates with the Speaker's Office, the Administration and Operations function, the Chief Financial Officer, Communications and other Commission functions as required.

The Deputy Clerk supervises and coordinates the Parliamentary Services team in accordance with the approved organisational structure and exercises such delegated authority as may be assigned by the Clerk.

REMUNERATION

Grade: GA. Salary: $80,000–$90,000 per annum, together with such benefits as may be applicable under the terms and conditions of employment approved by the House of Assembly Management Commission.

WORKING CONDITIONS

The position operates in a parliamentary environment and requires attendance at sittings of the House and major committee sessions. Extended or unsocial hours may be required during sittings, committee cycles, official events and urgent parliamentary deadlines. Strict confidentiality and political neutrality are essential. Occasional travel within the Virgin Islands and overseas may also be required.

APPLICATION PROCESS

Applicants should submit:

- aa letter of application outlining their suitability for the position;
- a comprehensive curriculum vitae;
- certified copies of academic and professional qualifications;
- the names and contact details of two professional referees, at least one of whom should be able to attest to the applicant's professional conduct, integrity and suitability for the position; and
- such other supporting documentation as may be requested for verification of qualifications, experience and suitability.

Shortlisted candidates may be required to participate in an interview and/or other assessment process and to provide additional information as part of the Commission's due-diligence process.

Applications should be clearly marked: "CONFIDENTIAL - APPLICATION FOR DEPUTY CLERK OF THE HOUSE OF ASSEMBLY"

The Chairperson
House of Assembly Management Commission
House of Assembly
Road Town, Tortola
Virgin Islands

Email: cgmassicote@gov.vg

CLOSING DATE:
Friday, 9th October, 2026 by 10:00 a.m.

Late or incomplete applications may not be considered.

The House of Assembly Management Commission is committed to merit, integrity, professionalism, political impartiality and the continued strengthening of the Legislature of the Virgin Islands.

Additional Documents or Media

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