

VACANCY NOTICE

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Official Government Website:

<https://gov.vg>

VACANCY NOTICE CHAIRMAN OF THE NON-PROFIT REGISTRATION BOARD

Release Date: 8 October, 2026



Are you seeking opportunities for growth?
The Government of the Virgin Island is seeking suitably qualified persons
to serve as

CHAIRMAN

NON-PROFIT ORGANISATION REGISTRATION BOARD

For a detailed role profile and other important information, visit **www.bvi.gov.vg**. All applicants should submit a completed cover letter résumé and or curriculum vitae by **Thursday, 22nd October, 2026**.

Send via email to: **ministryofhealth@gov.vg**

Or hand deliver to:
**Permanent Secretary
Ministry of Health and Social Development
Government of the Virgin Islands
Road Town, Tortola VG1110
British Virgin Islands**

For Additional Information Contact:

Natasha Lettsome-Humphrey
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Ministry of Health and Social Development
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GOVERNMENT OF THE
VIRGIN ISLANDS

VACANCY NOTICE

CHAIRMAN OF THE NON-PROFIT ORGANISATION REGISTRATION BOARD

**NON-PROFIT ORGANISATION
REGISTRATION BOARD**

The Government of the Virgin Islands, through the Ministry of Health and Social Development, invites applications from suitably qualified individuals to serve as **Chairman of the Non-Profit Organisation Registration Board**.

The Non-Profit Organisation Registration Board (NPRO Board) was established under the Non-Profit Organisations Act, 2012 and falls under the portfolio of the Minister for Health and Social Development.

The functions of the NPRO Board are: to evaluate applications for registration; register non-profit organisations; oversee financial statements and reports; facilitate the development of the non-profit sector; promote an understanding of the role of non-profit organisations and investigate complaints that may arise.

In accordance with the Act, the Minister may appoint up to seven persons to serve on the Board, with the approval of Cabinet as follows:

- three representatives from the community who are active members of a registered non-profit organisation;
- a representative from the Joint Anti-Money Laundering and Terrorist Financing Advisory Committee, practising in the private sector;
- one person nominated by the Leader of the Opposition;
- the Permanent Secretary or a Deputy Secretary as ex-officio;
- the Registrar as ex-officio.

The Act further states that the Minister shall appoint a member to be the Chairman of the Board and another member to be the Deputy Chairman.

BOARD MEMBERS

Persons applying to serve on the NPRO Board should have the professional competencies that exemplify integrity, respect, and a balance of skills and experience that supports the purpose of the Board.

IDEAL CANDIDATES SHOULD EMBODY/FULFIL THE FOLLOWING:

- be willing to make a professional commitment to the NPO Board in carrying out its functions;
- be willing to attend scheduled meetings and actively contribute to NPO Board deliberations;
- possess leadership skills and experience in areas relevant to the Board's functions and responsibilities;
- commit to confidentiality, integrity, and good governance;
- demonstrate the ability to think strategically, manage complexity and act decisively;
- possess strong communication and interpersonal skills;
- exercise discretion and good judgement; and
- be an active member of a registered NPO.

TERM OF SERVICE

Members other than the ex-officio members shall hold office for a period not exceeding three years.

Members of the Board, who are not ex-officio members, are eligible for reappointment but shall not serve more than two consecutive terms.

With the exception of Public Officers, stipends are paid to members of the Board of rates determined by the House of Assembly.

HOW TO APPLY

Submit a Cover Letter and Resume/ Curriculum Vitae that includes the following information:

- Biographical information
- Employment record
- Areas of expertise - specialist knowledge
- Educational background/qualifications
- Community involvement
- Previous Board experiences including Dates
- Be an active member of a registered NPO.
- Disability status
- Disclosure of any criminal conviction, bankruptcy or Conflict of Interest
- References

Applications should be addressed to:
Permanent Secretary
Ministry of Health and Social Development
Government of the Virgin Islands
Road Town, Tortola VG110
British Virgin Islands

Email: ministryofhealth@gov.vg

For more information, please contact the Ministry by email or call 284-468 2286 / 2272.

CLOSING DATE: 22nd OCTOBER, 2026

Additional Documents or Media

- [chairman of the non-profit organisation registration board 10-5-2026.pdf](#)