



VACANCY NOTICE

PUBLIC ASSISTANCE COMMITTEE MEMBER

The Government of the Virgin Islands is seeking qualified individuals to serve as a **Member** on the Public Assistance Committee.

PUBLIC ASSISTANCE COMMITTEE

The Public Assistance Committee was established under the Public Assistance Act, 2013, which falls under the Ministry of Health and Social Development. Its primary objective is to review and decide on applications and grant financial and in-kind support to our territory's most vulnerable individuals and households, to enable them to meet their basic living expenses.

Section 3(2) of the Act, stipulates that the Public Assistance Committee shall comprise of the following:

- Not less than 7, no more than 9 members appointed by the Minister with approval from Cabinet;
- a Chairperson and a Deputy Chairperson who shall be appointed by the Minister from amongst the members; and
- the Chief Social Development Officer who shall serve as the Ex Officio Member.

FUNCTIONS OF THE PUBLIC ASSISTANCE COMMITTEE:

The main functions of the Committee are to:

- Review and decide all applications forwarded pursuant to section 12(b);
- grant public assistance eligible persons, and where applicable, determine the amount of assistance;
- apply any sums which may from time to time be provided by the House of Assembly for public assistance, to eligible persons;

- prepare and submit an annual report relating to activities of the Committee to the Minister; and
- make recommendations to the Minister on the provision of assistance under this Act; and perform such other duties as the Minister may direct.

IDEAL CANDIDATES EMBODY THE FOLLOWING QUALITIES:

- Be willing to make a professional commitment to the Public Assistance Committee in carrying out its functions;
- Be willing to attend scheduled meetings, and actively contribute to the Committee's deliberations.
- Possess leadership skills and experience in areas relevant to the functions and responsibilities of the Committee;
- 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.

AREAS OF EXPERTISE

Candidates should have knowledge, experience and expertise preferably in medicine; law; accounting; nursing; social work or persons representing academia; the religious community and any other fit and proper person.

TERMS OF SERVICE

Members shall be appointed by the Minister for a term not exceeding three (3)

years but are eligible for re-appointment.

APPLICATION PROCESS:

Interested persons should submit a **Letter of Interest** and **Résumé/ Curriculum Vitae** to the address provided below by the closing date.

Agency:

Permanent Secretary
Ministry of Health and Social Development
Government of the Virgin Islands
Road Town, Tortola VG1110
British Virgin Islands

Email: ministryofhealth@gov.vg

For more information, please contact the Ministry by email or call (284) 468-2174 /2272.

CLOSING DATE: 23rd JANUARY, 2026