



Wickham's Cay Development Authority

177 Main Street, HR Penn Building

Road Town, Tortola

British Virgin Islands

Tel: +1 (284) 494-3172

Job Title: General Manager

Statutory Body: Wickham's Cay Development Authority

Ministry: Communications & Works

Reports To: Minister for Communications and Works (Directly), Permanent Secretary (Indirectly)

Job Overview

The Wickham's Cay Development Authority (WCDA) is seeking a General Manager to lead the strategic development, management and enhancement of Road Town as the commercial administrative centre of the Virgin Islands. This role provides overall leadership of the Authority's operations, staff and resources to ensure Road Town remains healthy, safe, vibrant, resilient and pedestrian-friendly.

Key Responsibilities

- Plan, oversee and monitor WCDA infrastructure development projects and initiatives.
- Manage the Authority's resources and staff, including the use and upkeep of public parks and other public spaces in Road Town.
- Propose policies and develop legislative briefs to govern the functions of the WCDA, including researching town and city councils in other jurisdictions and recommending best practices for city management, development and upkeep.
- Ensure rent collection from tenants of WCDA properties and oversee the development of short- and long-term leases.
- Liaise with key internal stakeholders and elected officials to coordinate activities, develop long-term visions for the community, establish policies and support their implementation.
- Make legislation and policy recommendations to the Ministry to support a healthy, peaceful, safe, clean, beautiful and pedestrian-friendly Road Town.
- Develop and maintain partnerships with Government, BVICCHA, retailers, statutory bodies, NGOs and local authorities with an interest in Road Town.
- Prepare annual reports and budget initiatives and manage the finances of the Authority, ensuring sound budgeting and financial management practices.
- Educate the public on matters relating to the beautification of Greater Road Town, enforcement of relevant legislation and other issues affecting quality of life.
- Perform any other related duties as may be assigned from time to time by the Minister for Communications and Works.



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Qualifications & Skills

- Master's Degree in Business Administration, Public Administration or a related field.
- At least five (5) years' experience in strategic planning, supervisory management or a similar discipline.
- Sound knowledge of corporate governance and relevant policies and procedures.
- Strong leadership and strategic planning skills, with proven project management capability.
- Sound analytical, interpersonal, and oral and written communication skills.
- Working knowledge of geographic information systems or related software would be an advantage.

Remuneration & Allowances

- Competitive salary commensurate with qualifications and experience (in accordance with Government/Authority scales, as applicable).
- Travel allowance: \$2,600 per annum.
- Telephone allowance: \$842.40 per annum.

How to Apply

Qualified candidates are invited to submit their resume, two reference letters, copies of qualifications, and a police report to the Ministry of Communications and Works, Manuel Reef, Tortola VG1110, Virgin Islands.

Please note that the closing date for applications is 10th July, 2026.