



GOVERNMENT OF THE
VIRGIN ISLANDS

VACANCY NOTICE

MEMBER OF THE HIGHER EDUCATION LICENSING BOARD

The Government of the Virgin Islands invites suitably qualified persons to apply for appointment as A member to the Higher Education Licensing Board, in accordance with Part II of the Higher Education Licensing Act, 2016.

Appointments will be for a term of two (2) years, commencing on **16th July, 2026** and ending on **15th July, 2028**.

VACANT POSITION

- Member

ABOUT THE HIGHER EDUCATION LICENSING BOARD

The Higher Education Licensing Board was established under Section 3 of the Higher Education Licensing Act, 2016. The Act stipulates that the Board shall consist of a Chairman and no fewer than seven (7) members.

The Board is responsible for:

- Considering and making recommendations to the Minister with respect to applications for licensing;
- Maintaining a register of the providers of higher education that are licensed under the Act and the programmes of study that are accredited by an approved accrediting body;
- Establish requirements with which a provider must comply in order to be licensed;
- Recommend the revocation of a license granted to, or conferred on, any provider; and
- Recommend the number of licenses to be issued or exclusive licenses to be granted.

TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS

Applicants should possess:

- A minimum of five (5) years' experience in higher education;
- The ability to maintain confidentiality;
- Sound judgement and discretion;
- Strong written and oral communication skills;
- Financial, business and managerial acumen;
- A basic understanding of laws and regulations;
- Proficiency in Microsoft Office applications.

BOARD MEMBER ATTRIBUTES

Persons applying or being nominated should demonstrate competencies aligned with the Board's mandate. Ideal candidates should:

- Possess strong leadership skills and relevant sector experience;
- Understand the Board's functions and stakeholder needs;
- Be willing and able to attend meetings and contribute actively;
- Review agendas and supporting materials in advance of meetings;
- Participate meaningfully in deliberations and decision-making;
- Collaborate effectively with the Chairman, Board members, and senior management;
- Maintain high standards of confidentiality and corporate governance;

- Demonstrate strategic thinking, sound judgement, and decisiveness;
- Work effectively in a team environment;
- Display innovation and forward-thinking;
- Have no conflicts of interest relating to the functions of the Board during their tenure.

HOW TO APPLY

Interested persons should submit:

- A cover letter indicating the specific position for which they are applying; and
- A résumé or curriculum vitae.

SUBMISSION ADDRESS:

Permanent Secretary
Ministry of Education, Youth Affairs and Sports
Creque Building, 2nd Floor
Road Town, Tortola VG1110
The Virgin Islands

Tel: (284) 468-2151

Email: MEC@gov.vg

CLOSING DATE:

Wednesday, 9th September, 2026

FOR FURTHER INFORMATION

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