VACANCY NOTICE

CLERK OF THE HOUSE OF ASSEMBLY

Applications are invited from suitably qualified and experienced persons for appointment to the position of Clerk of the House of Assembly of the Virgin Islands.

ROLE SUMMARY

The Clerk is the principal parliamentary officer of the House of Assembly and the executive head of the House of Assembly Management Commission administration. The Clerk provides authoritative and impartial advice to the Speaker, Members and committees on parliamentary practice, procedure, Standing Orders, privilege and institutional precedent; supports the effective conduct of the business of the House; leads the day-to-day administration of the Commission; and serves as Secretary to the Board of the House of Assembly Management Commission.

The position requires a person of the highest integrity, sound judgement and political neutrality, with the capacity to provide strategic leadership, manage a multidisciplinary parliamentary administration and support the continued development of an independent, effective and modern Legislature.

PRINCIPAL RESPONSIBILITIES

- Provide authoritative, impartial and politically neutral advice to the Speaker, Members and committee Chairpersons on parliamentary practice, procedure, Standing Orders, privilege and institutional precedent.
- Attend sittings of the House and relevant committee meetings, provide procedural advice and ensure that the Orders and decisions of the House are properly implemented.
- Oversee the preparation and processing of parliamentary business and official documentation, including Order Papers, Minutes of Proceedings, Bills, resolutions, committee reports and other parliamentary records.
- Ensure that legislation approved by the House is properly finalised and processed in accordance with applicable law, Standing Orders and parliamentary procedure, and serve as custodian of the official records and documents of the House.
- Oversee the production and integrity of the official parliamentary record, including Hansard and minutes.
- Advise on the Standing Orders and parliamentary practice and, where appropriate, recommend revisions or procedural improvements.
- Provide strategic leadership and direction for the Commission administration and lead the implementation of Board-approved priorities, work programmes, policies and institutional reforms.
- Be responsible, as directed by the Board through its Chairperson, for the day-to-day management of employees of the Commission, except employees of the Office of the Speaker, and promote high standards of performance, professionalism and service delivery.
- Ensure that the Commission's administrative and operational systems, including human resources, procurement, records, communications, security and facilities, are effectively managed and progressively strengthened.
- Work with the Chief Financial Officer and relevant officers to support sound financial governance, budget implementation, internal controls and audit readiness, consistent with the statutory responsibilities assigned to the Chief Financial Officer.
- Serve as Secretary to the Board of the House of Assembly Management Commission, including responsibility for Board agendas, papers, minutes, decision records and action tracking.
- Maintain institutional continuity during periods of dissolution, transition, political change or emergency and maintain effective relationships with parliamentary, governmental, regional and international stakeholders

REQUIREMENTS

The Board must be satisfied that the person proposed for appointment possesses the necessary skills, knowledge and integrity to carry out the duties of Clerk competently and in a politically neutral manner.

A person qualifies for appointment where that person:

- belongs to the Virgin Islands;
- has a minimum of seven (7) years' experience in a management and/or leadership role, preferably within a parliamentary, statutory, public-sector or comparable governance environment and holds a postgraduate qualification in Law, public administration, Political Science, Governance, Management, or a related discipline;.
- is capable of performing the duties of the office, as required by the Act;
- is not an undischarged bankrupt or a person adjudged or declared bankrupt within or outside the Territory;
- has not, during the five (5) years immediately preceding appointment, served a sentence for a criminal offence exceeding six (6) months; and
- has not, during the five (5) years immediately preceding appointment, contested an election to political office.

QUALIFICATIONS AND EXPERIENCE

In addition to satisfying the requirements, the Commission is seeking a candidate whose qualifications and experience reflect the senior parliamentary and executive responsibilities of the office.

- While the requirement minimum eligibility is seven (7) years' experience in public administration or management, candidates with at least ten (10) years' relevant professional experience, including substantial senior leadership or management experience, are strongly preferred.
- Significant senior management and leadership experience, preferably within a parliamentary, statutory, public-sector or comparable governance environment.
- Substantial professional experience involving public administration, systems of government, parliamentary operations, governance, law or institutional management.
- Demonstrated experience in organisational development, institutional reform, strategic planning and the management of multidisciplinary teams.

KEY COMPETENCIES

- Strong knowledge of parliamentary practice, procedure, privilege and Standing Orders, with an understanding of their application in the Virgin Islands context.
- Strategic and institutional leadership, including the ability to translate priorities into effective plans and services.
- Exceptional judgement, discretion, integrity and political impartiality in sensitive and time-critical situations.
- Excellent written and oral communication, analytical, research and drafting skills.
- Ability to interpret and apply complex constitutional, statutory and procedural provisions.
- Strong organisational, people-management and relationship-management skills, with the ability to build trust across Government and Opposition, the Board, staff and external stakeholders.

APPOINTMENT AND ACCOUNTABILITY

The Clerk is an employee of the House of Assembly Management Commission. In accordance with the House of Assembly (Management) Act, 2025, the Clerk is appointed by resolution of the House of Assembly on the recommendation of the Board of the House of Assembly Management Commission.

For Commission administration, the Clerk is answerable to the Board and carries out the functions of the office through the Chairperson in accordance with the Act. The Clerk also performs the duties assigned to the office under the Standing Orders and such other duties as the Speaker may direct for the proper discharge of the responsibilities of the Office of the Clerk.

WORKING CONDITIONS

The position operates in a parliamentary and executive administrative environment. Extended or unsocial hours may be required around House sittings, committee meetings, Board business, official events and urgent parliamentary deadlines. Occasional travel within the Virgin Islands and overseas may also be required. Strict confidentiality and political neutrality are essential.

APPLICATION PROCESS

Applicants should submit:

- a letter of application outlining their suitability for the position;
- a comprehensive curriculum vitae;
- certified copies of academic and professional qualifications;
- evidence of Belonger status;
- 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 eligibility 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 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 6th November, 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.