

VACANCY NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

Vacancy Notice for Secretary to Integrity Commission

Release Date: 23 October, 2026

Are you seeking opportunities for growth?

The Government of the Virgin Islands is seeking
qualified person to serve as

SECRETARY

FOR THE INTEGRITY COMMISSION



For a detailed role profile and other important information, visit **[www.gov.vg](https://gov.vg)**. All applicants should submit a completed cover letter, resume and or curriculum vitae and references by **Friday, 6th November, 2026**.

How to apply: **<https://gov.vg/govemploy>**
or scan **QR code** below.

Send via email to: **integcomvi@gmail.com**

Or hand deliver to:

**Chairperson
Integrity Commission
Road Town, Tortola VG1110
Virgin Islands**



Gallery



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For more information call **Tel: (284) 468-2152**
CLOSING DATE: Friday, 6th November, 2026



VACANCY NOTICE
SECRETARY FOR THE INTEGRITY COMMISSION

The Integrity Commission of The Virgin Islands is seeking a qualified person to fill the post of **Secretary**.

ABOUT THE INTEGRITY COMMISSION

In accordance with Section 4 (1) of the Integrity in Public Life Act, 2021 (the "Act"), an Integrity Commission is established. The purpose of the Integrity Commission is to make provision for the promotion and enforcement of ethical conduct of persons in public life, and other matters connected therewith.

The primary functions of the Integrity Commission as outlined in Section 5(1) of the Act are to:

1. receive and investigate complaints regarding any breaches or non-compliance with the provisions of the Act;
2. without prejudice to the provisions of any other enactment, conduct an investigation into corruption under the Act referred to by any person;
3. make recommendations and to advise public bodies of any changes, which in the opinion of the Commission, will reduce the likelihood of the occurrence of acts of corruption;
4. conduct educational programmes and training relating to the role of the Commission in promoting ethical conduct; and
5. perform such other functions or exercise such powers as may be conferred on it under this Act or any other enactment.

REQUIREMENTS FOR SECRETARY

Section 12 (1) of the Act states that the Commission shall appoint a Secretary to the Commission who shall:

- a. attend meetings of the Commission;
- b. record the minutes of each meeting in proper form;
- c. record the testimony of persons summoned to appear before the Commission; and
- d. generally perform the duties connected with the work of the Commission and as directed by the Commission.

Section 12 (2) of the Act indicates that a Secretary appointed in pursuant to subsection 12 (1) shall hold office for a period not exceeding four years.

SKILLS AND COMPETENCIES REQUIRED

Eligible applicants are expected to have the competencies necessary to provide secretarial services to the Integrity Commission to ensure the smooth and efficient operation of the Commission in accordance with Section 12 of the Integrity in Public Life Act, 2021.

The successful applicant must be willing to take an Oath or Affirmation of Confidentiality as outlined in Schedule 4 of the Act.

Minimum Qualifications and Experience are a Bachelor's Degree in Business Administration/Management or related field, and three (3) to five (5) years working in a management capacity.

Working conditions are normal office environment, with occasional extended hours.

HOW TO APPLY:

Submit a cover letter and resume/curriculum vitae inclusive of the following:

- Biographical information;
- Employment record;
- Educational background/qualifications;
- Previous Board experience including dates of terms;
- Up-to-date Police certificate;
- Two (2) references, attesting to professional experience and character, respectively.

Applications should be addressed to:

Chairperson
Integrity Commission
Road Town, Tortola VG1110
Virgin Islands

Applications should be delivered electronically to integcomvi@gmail.com with the subject line: "Application for Secretary - Integrity Commission" by the closing date.

For more information, please send your queries by e-mail to: integcomvi@gmail.com

Salary Range: \$58,345 - \$67,313

CLOSING DATE:
Friday, 6th November, 2026