GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

VACANCY NOTICE PAROLE BOARD UPDATED

Release Date: 6 November, 2026



The Government of the Virgin Islands invites applications from qualified individuals interested in serving as a **Member** of the Parole Board.

PAROLE BOARD

The Parole Board was established under the Parole Act (2009) and Parole Amendment Act (2014) under the portfolio of the Ministry of Health and Social Development to provide for the creation of a parole system. The Board is charged with the duty to make recommendations for the release of prisoners on licence, and for other connected matters

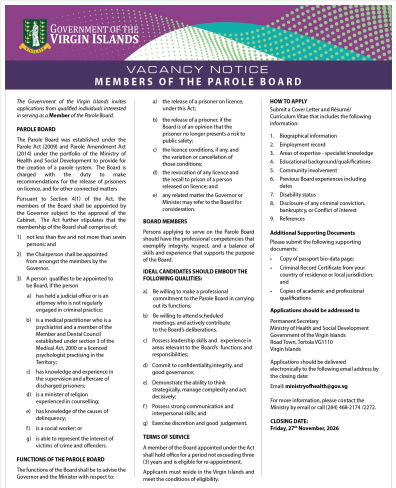
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For Additional Information Contact:

Natasha Lettsome-Humphrey
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Ministry of Health and Social Development
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VACANCY NOTICE
MEMBERS OF THE PAROLE BOARD

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Pursuant to Section 4(1) of the Act, the members of the Board shall be appointed by the Governor subject to the approval of the Cabinet. The Act further stipulates that the membership of the Board shall comprise of:

1) not less than five and not more than seven persons; and
2) the Chairperson shall be appointed from amongst the members by the Governor.
3) A person qualifies to be appointed to be Board, if the person
   a) has held a judicial office or is an attorney who is not regularly engaged in criminal practice;
   b) is a medical practitioner who is a psychiatrist and a member of the Member and Dental Council established under section 3 of the Medical Act, 2000 or a licensed psychologist practising in the Territory;
   c) has knowledge and experience in the supervision and aftercare of discharged prisoners;
   d) is a minister of religion experienced in counselling;
   e) has knowledge of the causes of delinquency;
   f) is a social worker; or
   g) is able to represent the interest of victims of crime and offenders.

FUNCTIONS OF THE PAROLE BOARD

The functions of the Board shall be to advise the Governor and the Minister with respect to:

a) the release of a prisoner on licence, under this Act;
b) the release of a prisoner, if the Board is of an opinion that the prisoner no longer presents a risk to public safety;
c) the licence conditions, if any, and the variation or cancellation of those conditions;
d) the revocation of any licence and the recall to prison of a person released on licence; and
e) any related matter the Governor or Minister may refer to the Board for consideration.

BOARD MEMBERS

Persons applying to serve on the Parole Board should have the professional competencies that exemplify integrity, respect, and a balance of skills and experience that supports the purpose of the Board.

IDEAL CANDIDATES SHOULD EMBODY THE FOLLOWING QUALITIES:

a) Be willing to make a professional commitment to the Parole Board in carrying out its functions;
b) Be willing to attend scheduled meetings, and actively contribute to the Board's deliberations.
c) Possess leadership skills and experience in areas relevant to the Board's functions and responsibilities;
d) Commit to confidentiality,integrity, and good governance;
e) Demonstrate the ability to think strategically, manage complexity and act decisively;
f) Possess strong communication and interpersonal skills; and
g) Exercise discretion and good judgement.

TERMS OF SERVICE

A member of the Board appointed under the Act shall hold office for a period not exceeding three (3) years and is eligible for re-appointment.

Applicants must reside in the Virgin Islands and meet the conditions of eligibility.

HOW TO APPLY

Submit a Cover Letter and Résumé/ Curriculum Vitae that includes the following information:

1. Biographical information
2. Employment record
3. Areas of expertise - specialist knowledge
4. Educational background/qualifications
5. Community involvement
6. Previous Board experiences including dates
7. Disability status
8. Disclosure of any criminal conviction, bankruptcy, or Conflict of Interest
9. References

Additional Supporting Documents

Please submit the following supporting documents:

- Copy of passport bio-data page;
- Criminal Record Certificate from your country of residence or local jurisdiction; and
- Copies of academic and professional qualifications

Applications should be addressed to

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

Applications should be delivered electronically to the following email address by the closing date:

Email: **ministryofhealth@gov.vg**

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

CLOSING DATE:
Friday, 27th November, 2026

Additional Documents or Media

- vacancy_notice_parole_board_nov_27.pdf