GOVERNMENT OF THE
VIRGIN ISLANDS
Ministry of Financial Services, Economic Development and Digital Transformation

VACANCY NOTICE

MEMBER – IMMIGRATION APPEALS BOARD

The Government of the Virgin Islands is seeking two (2) qualified individuals to fill the following position:

Member – Immigration Appeals Board

The Ministry of Financial Services, Economic Development and Digital Transformation invites applications from suitably qualified and experienced persons for appointment to the Immigration Appeals Board ("the Board"), established under the Immigration and Passport (Amendment) Act, 2024.

ROLE AND PURPOSE

The Immigration Appeals Board is an independent statutory body established to promote fairness, accountability, and transparency in the administration of immigration matters within the Virgin Islands. The Board serves as an important review mechanism for persons who believe they have been adversely affected by decisions made under the Immigration and Passport Act.

In carrying out its mandate, the Board is responsible for hearing and determining appeals brought by individuals aggrieved by certain decisions, actions, or omissions of Immigration Officers, the Chief Immigration Officer, or the Minister acting under the Act. Through its work, the Board helps to ensure that immigration decisions are made lawfully, fairly, and in accordance with the principles of natural justice, while balancing the interests of good governance and national security.

KEY FUNCTIONS

The responsibilities of the Board include but are not limited to:

- Hearing appeals related to the alleged misapplication of the provisions of the Act;
- Hearing appeals related to alleged procedural errors made by any Immigration Officer in the performance of their functions under the Act;
- Hearing appeals related to the alleged abuse of any discretionary powers by the Chief Immigration Officer or the Minster; and
- Hearing appeals arising from decisions made by Immigration Officers under the Act where, in the opinion of the Board, the matter does not compromise national security

ELIGIBILITY CRITERIA

Applicants must:

- Possess, at minimum, a Bachelor's Degree and at least 10 years of expertise in their respective fields of expertise;;
- Be a Belonger or hold a Certificate of Belonger Status for a minimum of 20 years;
- Reside in The Virgin Islands;
- Demonstrate strong analytical, strategic, and policy-oriented thinking; and
- Be able to contribute effectively within a multidisciplinary committee environment.

APPLICATION PROCESS

Interested candidates should submit the following documents:

1. Completed Application Form
2. A letter of interest out lining their suitability for appointment; and
3. A detailed curriculum vitae (CV) highlighting relevant experience and qualifications which includes:
    a. Biographical information;
    b. Employment history;
    c. Areas of expertise – specialist knowledge;
    d. Educational background/qualifications;
    e. Community involvement;
    f. Previous Board experiences including dates;
    g. Disclosure of any criminal conviction, bankruptcy, or conflict of interest; and
    h. Names and contact information for three references.

Applications should be delivered electronically to mfseddt@gov.vg with the subject line **"Application - Immigration Appeals Board".**

For more information or if you have any questions, please contact the Ministry by emailing **mfseddt@gov.vg or calling (284) 468-2009**.

CLOSING DATE: 15th July, 2026

The Government of the Virgin Islands thanks all applicants for their interest. Only suitably qualified persons will be shortlisted and contacted.