



**GOVERNMENT OF THE
VIRGIN ISLANDS**

Ministerial Staff Policy

April 2026

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1 PRELIMINARIES

1.1 Purpose and Aims of this Policy

The purpose of this policy is to set out the broad parameters for the engagement of ministerial staff by Ministers and Junior Ministers as provided for in Section 7 of the Public Service Management Act 2024, the conduct that is expected of ministerial staff in the performance of their duties, and to foster a professional environment where both ministerial staff and public officers can perform their duties effectively, while upholding the principles of good governance and the political neutrality of the Public Service.

1.2 Policy Scope

This policy presents guidelines for the engagement of ministerial staff by Ministers and Junior Ministers, the performance of duties and responsibilities by ministerial staff, the parameters within which ministerial staff may operate, and protocols for the interaction between ministerial staff and public officers of the Government. This policy supersedes the previous policy with respect to Ministerial Special Advisers. It does not supersede existing laws, but works in conjunction with them to promote ethical and effective governance.

1.3 Applicability

This policy applies to all persons appointed as ministerial staff in accordance with Section 7 of the Public Service Management Act 2024. It does not apply to consultants or public officers.

All persons to whom this policy applies are expected to adhere to all legislative and policy provisions that govern their conduct and duties. This includes, but is not limited to, the Public Service Management Act 2024, and any other relevant statutes and regulations.

2 INTRODUCTION

The assignment of ministerial staff to assist Ministers of Government is crucial for the efficient and effective functioning of their offices and for carrying out the mandate for which they are elected. These staff members provide essential support in managing the administrative and ministerial responsibilities that accompany their role as a Minister of Government. By handling tasks such as communication effectiveness, timely delivery of the Minister's political agenda, media interactions, and strategic political advice, ministerial staff enable Ministers to focus on critical decision-making and governance. It is especially important for these staff to be appointees who are aligned with the Minister's vision, as this ensures coherence in policy implementation and the advancement of the Minister's agenda. Ministerial appointees bring a shared understanding of the political

landscape and objectives, allowing them to offer relevant and insightful political advice that public officers, who are bound by the Public Service Management Code 2023 (PSMC 2023) and the Public Service Management Act 2024 (PSMA 2024), might not be able to provide. This alignment fosters a unified approach to governance, helping Ministers achieve their mandates more effectively, while maintaining transparency and accountability.

In 2021, the Government of the Virgin Islands sought to introduce a formal framework for the engagement of Ministerial Political Advisers to provide policy support to the Premier and Ministers to assist them in achieving the elected Government's mandate. The policy allowed for no more than three advisers to be assigned to the Premier and one to each Minister and Junior Minister.

Ministerial staff, who often handle politically sensitive tasks, must work alongside public officers, who are bound by the PSMC 2023 and PSMA 2024, to remain politically neutral. A clear policy to regulate and guide the interaction between ministerial staff and the public officers will help to ensure clarity, accountability, and seamless collaboration within government operations.

This policy aims to establish boundaries, roles, and expectations for ministerial staff, fostering a professional environment where ministerial staff, public officers and employees can perform their duties effectively, while upholding the principles of good governance.

3 BACKGROUND

Historically, Ministers in the Virgin Islands have been assigned Personal Assistants and Private Secretaries for administrative support. This common practice helps manage the demanding nature of ministerial roles. In many countries, ministers also have a dedicated team to support both their administrative and ministerial agendas, ensuring the seamless operation of ministerial offices and enabling ministers to focus on policy, strategic decisions and governance.

The UK system of government, and others modeled after it, values the non-partisan functioning of the Public Service, while simultaneously recognising the need for Ministers to have support through a cadre of ministerial staff. Ministerial staff means the staff selected by the Minister to work in his or her office during the tenure of the Minister and includes special advisers, a chief of staff, communications specialists, private secretaries, overseas representatives, envoys and any other staff agreed to by Cabinet. Ministerial staff support the minister in ways that public officers may not be able to and help them drive delivery of the mandate on which they were elected.

Ministerial staff do not replicate the functions of similar positions within the Public Service. In the case of technical roles, they function as a separate, parallel stream of support that complement the work of the Public Service by exploring different perspectives of analysis and problem solving that may be outside of the scope or mandate of the Public Service. In this way, ministerial staff contribute unique expertise and support without overlapping with the responsibilities of established public service positions.

The Chief of Staff oversees the ministerial staff of the Office of the Premier and acts as chief political adviser to the Premier. *(See role profile in **Appendix I.**)* Special advisers are often subject matter experts who offer strategic political advice on policy matters, helping to shape the Minister’s official agenda. *(See role profile in **Appendix II.**)* The Press Secretary and communications specialists manage the Minister’s public image and media interactions, and help the Minister to communicate with the public in the Minister’s own voice. Private Secretaries manage information flow, schedules, and serve as ministry and department liaisons.

The reliance on ministerial staff is crucial for modern governance, highlighting the need for skilled personnel who can adapt to the complexities of political office and contribute to effective governance and development. It was against this backdrop that the Cabinet of the Virgin Islands, in 2019, approved the engagement of subject matter experts on a consultancy basis to provide support to the Premier and the Premier’s Office in areas such as research, policy analysis and communications, among others. By Cabinet Memo No. 281/2021, Cabinet sought to take a more formal approach to the matter and approved the establishment of the role of Ministerial Political Adviser – revised by Cabinet Memo No. 58/2022 to Ministerial Special Adviser – for the Premier, Ministers and Junior Ministers.

Part II, Section 7 of the PSMA 2024 has codified provisions for the employment of ministerial staff on contract between the individual and the Minister. Sub-section 4 prohibits ministerial staff from instructing public officers except with the authorisation of the Permanent Secretary.

4 POLICY

4.1 Good Governance Principles

Ministerial staff are positions of “special trusts” involving significant responsibility. As individuals who work closely with public officials and are often in close proximity to sensitive information and processes, ministerial staff play a critical role in upholding public trust. Thus, the holders of these posts are required to conduct themselves with a high degree of integrity, ethics, confidentiality and professionalism. All ministerial staff will be required to sign and abide by a Code of Conduct for Ministerial Staff *(see **Appendix***

IV), an Oath of Office for Ministerial Staff (*see Appendix V*), and an Oath of Confidentiality for Ministerial Staff (*see Appendix VI*). They must also complete a Declaration of Interest Form (*see Appendix VIII*) and disclose Conflicts of Interest (*see Appendix IX*).

4.2 Legislative Framework

The legislative framework governing the engagement and performance of duties by ministerial staff comprises:

- a. The Public Service Management Act, 2024 (PSMA);
- b. The Public Service Management Code 2023 (PSMC 2023);
- c. The Code of Conduct for Ministerial Staff; and
- d. Any other laws, regulations, policies and guidelines issued from time to time.

4.3 Employment Framework

4.3.1 Hiring of Ministerial Staff

- a. In accordance with Section 7 of the PSMA 2024, persons may be employed as ministerial staff.
- b. In the context of ministerial staff, administrative staff are persons who perform mainly office administration functions, such as Private Secretaries, Personal Assistants and Administrative Officers. All other staff are non-administrative staff.
- c. Consistent with Section 7(1) of the PSMA 2024, ministerial staff shall be appointed by the Minister.
 - i. In the case of all non-administrative ministerial staff, the Premier or Minister shall notify Cabinet by an information paper of the engagement of such staff, the role profile, terms and conditions and the individual's resume.
 - ii. The appointment of Ministerial Special Advisers must be approved by the Premier following recommendation by the Minister.
- d. Ministerial staff may be engaged on a full-time or part-time basis. Where the individual is engaged part-time, their government salary is reduced commensurately.

- e. The selection of persons for engagement as ministerial staff is at the discretion of the Minister to whom they will be attached. Ministers are not required to advertise for applicants.
- f. In selecting persons for engagement as ministerial staff, Ministers shall ensure that the proposed individual meets the eligibility criteria for the specific post to which the appointment relates, in accordance with Section 7(5) of the PSMA 2024 in line with the agreed role profile.
- g. The Premier may authorise the waiver or variation of the eligibility criteria for a specific ministerial staff appointment, but in such instances the Premier must notify Cabinet of the decision and the reasons for so doing.
- h. Public officers who are contracted as ministerial staff shall serve in accordance with Section 7 of the PSMA 2024.
- i. Public officers on secondment may **ONLY** be engaged as ministerial staff on a full-time basis.
- j. All appointments of ministerial staff are to include a Role Profile to be filed with the Premier's Office.
- k. Ministerial staff will report directly to their assigned Minister, or any other ministerial staff designated by the Minister.
- l. The allocation of ministerial staff will be as set out in **Appendix III**. A register of ministerial staff shall be maintained by the Premier's Office.
- m. Upon engagement, all ministerial staff are required to submit a statement of interests;
- n. Ministerial staff shall not be involved in procurement decisions, budgetary allocations, or administrative line management of public officers.
- o. The Code of Conduct for Ministerial Staff is set out in **Appendix IV**.
- p. The duties and responsibilities of Private Secretaries and other administrative staff will be the same as for equivalent posts in the Public Service.
- q. The role profile of the Press Secretary, Communication Specialists and Media Support Specialists will be as set out in the Government of the Virgin Islands Communications Policy.

4.3.2 Ministerial Special Advisers

- a. Ministerial Special Advisers are ministerial staff appointed to provide political, strategic, and policy advice and execute functions aligned with the elected Government's mandate. They serve as political appointees who bring contextual insight into the political, social and electoral priorities of the Government. Their role is to supplement - without replacing - the advice provided by the Public Service by providing a separate channel for political counsel.
- b. All appointments of Ministerial Special Advisers must be approved by the Premier following recommendation by the Minister.
- c. The duties and responsibilities of Ministerial Special Advisers are set out in ***Appendix II***.

4.3.3 Ministerial Staff Appointments Policy Provisions

a. Disclosure of Ministerial Staff Information

In alignment with best practices observed in jurisdictions such as the United Kingdom, the names and roles of all non-administrative Ministerial Staff shall be published on a publicly accessible platform. This disclosure shall be updated regularly and maintained to ensure public confidence in the integrity and accountability of ministerial appointments. The salary scales for ministerial staff roles shall also be made public.

b. Confidentiality

All ministerial staff are required to maintain strict confidentiality regarding all information obtained during the course of their work. This includes, but is not limited to, internal communications, policy drafts, strategic plans, and any other sensitive data. Persons must not disclose any confidential information to unauthorised individuals, both within and outside of the organisation. Breach of this confidentiality may result in disciplinary action, including termination of employment.

To safeguard the integrity of government operations and maintain public trust, all ministerial staff must take an Oath of Office and an Oath of Confidentiality upon appointment. (See ***Appendices V and VI***)

c. Conduct of Ministerial Staff

- i. All ministerial staff shall sign and abide by the Code of Conduct for Ministerial Staff (*see ***Appendix IV****), and shall be issued with a copy of same.

- ii. Ministerial staff should not act adversely to any Public Service Laws, Regulations and Policies during their tenure.
- iii. Ministerial staff shall declare any private interests that they may hold in any matter that may be deemed relevant to their work, upon assumption of duties and periodically as circumstances may require. This disclosure shall be made on the Conflict of Interest Disclosure Form (*see Appendix IV*) and submitted to the appointing Minister and copied to the Permanent Secretary in the Ministry where the staff is assigned, the Permanent Secretary in the Premier's Office and the Premier.
- iv. Ministerial staff should NOT:
 - a. deceive or knowingly mislead the Minister, House of Assembly or the public;
 - b. misuse their official position or information acquired in the course of their official duties to further their private interests or the private interests of others;
 - c. receive benefits of any kind which others might reasonably see as compromising their personal judgement or integrity; and
 - d. disclose without authority official information which has been communicated in confidence in Government or received in confidence from others.

4.3.4 Interactions with the Public Service

To promote effective governance and reduce the risk of role confusion or conflict, it is essential to clearly differentiate the responsibilities of ministerial staff from those of Permanent Secretaries and other public officers.

- a. The Permanent Secretary of the Ministry whose Minister the ministerial staff is assigned shall be the "Authorised Public Officer". The Authorised Public Officer shall be the conduit for communication and collaboration between ministerial staff and the permanent establishment, with the exception being that of the Chief of Staff and Press Secretary who may interact in a non-directive capacity with Permanent Secretaries and Department Heads across the Government.
- b. As per Section 7(4) of the PSMA 2024, ministerial staff shall not, otherwise than with the approval of the Minister after consultation with the Permanent Secretary or Head of Department, direct an officer or employee of that ministry or department in relation to the manner in which that officer or employee is to perform the functions of his or her office in that ministry or department.

- c. Ministerial staff may, on behalf of their Ministers:
 - i. convey to officials, through the Authorised Public Officer, their Minister's views and work priorities, including on issues of presentation. In doing so, they must take account of public officers' workloads and any priorities Ministers have set;
 - ii. request, through the Authorised Public Officer, officials to prepare and provide information and data, including internal analyses and papers;
 - iii. hold meetings with the Authorised Public Officer to discuss the advice being put to Ministers as may be relevant to the staff's role and responsibilities.

d. Ministerial staff must not:

- i. ask public officers to do anything which is inconsistent with their obligations under PSMA 2024, PSMC 2023 or any other Laws, Regulations and Policies;
- ii. behave towards public officers in a way which would be inconsistent with the standards set by the employing department for conduct generally;
- iii. have responsibility for budgets or involvement in the award of external contracts;
- iv. suppress or supplant the advice being prepared for Ministers by public officers, although they may comment on such advice.

4.4 Administrative Matters

A. The tenure of ministerial staff will terminate:

- i. at the end of the contract term where there is no formal renewal or extension;
- ii. when the Minister to whom they are assigned ceases to hold the ministerial appointment, as per Section 7(3) of the PSMA 2024; or
- iii. by instruction in writing of the Minister to whom the staff is assigned.

These provisions shall be stated clearly in the contract of employment. There is no requirement for notice of termination under these conditions, and such termination shall not be deemed unfair dismissal under the Labour Code.

- B. A ministerial staff who is terminated under any of the circumstances in A above may be rehired as a ministerial staff by the same Minister or hired by another Minister, subject to any approval that is required such as in the case of Ministerial Special Advisers where the approval of the Premier is a requirement.
- C. The administration of ministerial staff roles, including their responsibilities, terms and conditions, including salary, will be as approved by Cabinet and shall be aligned with the structural framework of the Public Service. In applying compensation for administrative and support staff assigned to Ministers, including roles such as Private Secretaries, payments shall be administered in accordance with the existing compensation framework used by the Public Service. (See Salary Administration Guide for Ministerial Staff in **Appendix VII.**)
- D. Public officers assigned to serve as ministerial staff should do so on contractual terms. This ensures that their substantive position within the Public Service is preserved, while providing a clear, temporary assignment to support a Minister. The secondment must be formally documented, with defined terms including duration, reporting lines, responsibilities, and any changes to remuneration or allowances. This approach maintains the integrity of the public service structure, supports transparency, and ensures that officers can return to their original roles or equivalent positions upon completion of their ministerial assignment, consistent with Section 7 of the PSMA 2024.
- E. All ministerial staff must undergo mandatory induction training upon appointment. This training will focus on clarifying respective roles, appropriate channels of communication, and expected standards of conduct, thereby fostering respectful and functional working relationships with all clients. This induction will be facilitated by the Chief of Staff or a senior Ministerial Special Adviser to the Premier.
- F. Ministerial staff are subject to all applicable laws, regulations and policies during their tenure.
- G. Each Ministry will allocate payment for remuneration for ministerial staff under the appropriate Expenditure Head for the Minister and Junior Minister in that Ministry, including provision for overseas travel and related subsistence and accommodation.
- H. As official staff of the Minister:

- i. The Minister may authorise ministerial staff to travel on official duties to the sister islands and abroad, and the cost of travel, accommodation, per diem and other related costs shall be paid by the Ministry in accordance with the standard for established officers; and
- ii. Ministerial staff may be issued by the Government with resources such as laptops, tablets, and mobile phones, access keys as the Minister may approve. These items remain the property of the Government.

5 COMMUNICATION OF POLICY

1. This Ministerial Staff Policy will be tabled in the House of Assembly once approved by Cabinet.
2. This policy and any future amendments will be communicated and made readily available to the public through the following channels:
 - a. The website of the Government of the Virgin Islands;
 - b. Social media channels of the Government of the Virgin Islands;
 - c. Hard copies available at the Premier's Office and the Deputy Governor's Office; and
 - d. Notices posted at Ministry offices displaying the hyperlinks where the policy can be accessed electronically.
3. Additionally, copies will be provided to:
 - a. All Permanent Secretaries and Heads of Departments/Units in the Government; and
 - b. Ministerial staff upon their engagement.

6 MONITORING, EVALUATION AND CONTINUOUS IMPROVEMENT

1. This policy will be reviewed by the Cabinet every three years, or as needed.
2. All ministerial staff are required to adhere to strict confidentiality protocols and must declare any actual or perceived conflicts of interest upon appointment and

throughout their tenure. (See *Declaration of Interest Form at Appendix VIII and Conflict of Interest Disclosure Form at Appendix IX.*)

3. To ensure accountability and alignment with agreed deliverables, all non-administrative ministerial staff shall be required to submit reports biannually and annually outlining their key outputs and contributions for the reporting period. This report must be submitted to the supervising Minister no later than five days after the close of the relevant period, who will forward a copy to the Premier.
4. All ministerial staff shall be subject to biannual and annual performance appraisals, to be conducted by the assigned Minister. In the case of the Premier, appraisals may be conducted by the Chief of Staff or a designated senior Ministerial Special Adviser on behalf of the Premier. Ministers will submit the completed performance appraisal reports along with reports of outputs submitted by the ministerial staff (where applicable), to the Premier for review.

Appendix I

Role Profile - Chief of Staff to the Premier

PURPOSE OF THE POSITION

The Chief of Staff serves as the Premier's principal political and strategic adviser, providing high-level support in advancing the Administration's agenda. The Chief of Staff facilitates coordination and communication on behalf of the Premier across ministries and with key stakeholders, while ensuring alignment with the Government's strategic priorities.

- This is a political advisory role and does not carry administrative or managerial authority over public officers or the operations of ministries. However, the Premier may assign some administrative functions to the Chief of Staff with respect to the management of ministerial staff.
- This post is created in accordance with Section 7 of the Public Service Management Act, 2024 and the Ministerial Staff Policy approved by Cabinet.
- The post-holder shall be subject to the provisions of the Code of Conduct for Ministerial Staff and is expected to uphold the ethical standards, confidentiality obligations, and non-interference principles set therein.

REPORTING

Reports directly to the Premier

RESPONSIBILITIES

1. Support the Premier in articulating and advancing the Administration's political agenda based on its manifesto and priorities.
2. Provide strategic and political advice to the Premier on policy, governance, public engagement, and inter-ministerial coordination.
3. Collaborate with the Premier's assigned Permanent Secretary, other Permanent Secretaries, the Financial Secretary, the Attorney General and Deputy Governor to stay informed on matters impacting policy delivery, offering insight and recommendations to the Premier regarding same.
4. Convey, through the Authorised Officer, the Premier's policy positions and strategic priorities to relevant senior public officers for consideration.

5. Advise the Premier on policy effectiveness, potential roadblocks, and strategic responses to challenges impacting the delivery of Government priorities.
6. Provide strategic and analytical support to the Premier, including reviewing policy proposals, synthesising information, and offering politically informed perspectives.
7. Liaise with the Cabinet Secretary and Permanent Secretaries, in a non-directive capacity, to stay informed about the status of Cabinet decisions.
8. Coordinate with Ministers and Junior Ministers, at the Premier's direction, to align political messaging and facilitate cross-ministerial collaboration.
9. Work with the Director of Communications, Press Secretary and Communication Specialists to shape public messaging and prepare speeches, talking points, and responses to issues of public interest.
10. Participate in internal strategic planning and high-level meetings with the Premier, supporting the Premier's political priorities through agenda planning, briefing materials, and political context.
11. Provide advice to the Premier on time management, priority-setting, and engagement opportunities.
12. Attend internal meetings with the Premier to support strategic follow-up and coordination.
13. Execute special projects assigned by the Premier, coordinating with Permanent Secretaries or other public officials, subject to the direction of the Premier and in consultation with the Permanent Secretary.
14. Maintain strong working relationships with key stakeholders inside and outside Government to provide the Premier with insight and feedback as relevant.
15. Perform administrative and human resource oversight of ministerial staff as assigned by the Premier.

Qualifications

Education and Experience

- Bachelor's Degree required; Master's Degree preferred.

- Eight to ten years of relevant senior-level experience in government, policy, strategic advisory roles, or similar fields.

Additional Skills and Qualifications

- Strong strategic thinking and political acumen
- Ability to work collaboratively with diverse personalities and navigate complex political environments
- Exceptional written and verbal communication skills
- Prior experience in senior advisory roles in government, or leadership roles in statutory boards
- Deep understanding of governance systems in the Virgin Islands
- Demonstrated experience in policy analysis, strategic planning, public affairs, and programme coordination
- High professional integrity, discretion, and a commitment to the principles of good governance
- Familiarity with government procedures, Cabinet processes, and the roles and boundaries of public officers
- Strong knowledge of Microsoft Office Suite and project management tools

Governance & Oversight Boundaries

The Chief of Staff shall not exercise line management, human resource, budgetary, or contracting authority. The post has no supervisory function over public officers and shall not issue instructions, performance feedback, or operational directives to any public officer. All public administration functions remain under the authority of the Permanent Secretary and must be respected in accordance with the Virgin Islands Constitution Order, 2007, the Public Service Management Act, 2024, and the Public Service Management Code, 2023.

The Chief of Staff remains bound by confidentiality obligations beyond the duration of his/her appointment and may not disclose or use privileged information after separation from government.

Appendix II

Role Profile - Ministerial Special Adviser

PURPOSE OF THE POSITION

To provide support to the assigned Minister in the conduct of research, policy analysis and communications strategy, with a focus on the political considerations that may be relevant to these areas of the Minister's work in the Ministry.

REPORTING

Reports directly to the Premier or assigned Minister, or any ministerial staff so assigned such responsibility by the Premier or Minister. In the case of ministerial staff assigned to the Premier, reporting and supervision may be assigned to the Chief of Staff.

SCOPE OF RESPONSIBILITIES AND DELIVERABLES

1. Serve as a conduit between the Minister's political agenda and his/her public service agenda.
2. Meet with Permanent Secretaries to discuss the advice being put to Ministers.
3. Provide, in the context of the purpose of the position, research, strategic analysis and advice to the Minister in his or her ministerial role by:
 - i. gathering critical information in order to provide expert advice and consultative services on issues;
 - ii. reviewing papers, proposals and other subject matters going to the Minister, drawing attention to any political considerations that the Minister should take into account in his/her decision making;
 - iii. conducting robust fact checking and research findings from a party-political viewpoint for the Minister; and
 - iv. liaising and consulting with relevant stakeholders, to obtain information, to seek advice and to assist the Minister.
4. Ensure Ministers' political direction is developed and communicated to his/her constituents; keeping a close check and monitoring political interest within the community; and taking part in political reviews that may be organised within the community as necessary.

5. Provide political content to communication that is being issued by Ministers.
6. Represent the views of the Minister to the media on the direction of the Minister.
7. Work with other ministerial staff to complete assignments from the Minister as necessary.
8. Manage information requirements for tasks in accordance with the purpose of the role.
9. Provide the support necessary to coordinate briefing and submissions material by reviewing, analysing and coordinating briefing material, notes, background material, speeches, ministerial correspondence, submissions, and other information submitted to the Minister and provide feedback to the Minister. Any instructions to public officers for assistance in this role should be made through the Authorised Officer.
10. Establish and maintain effective communication links between the Minister and stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be knowledgeable about the national, territorial and domestic political environments, issues related to the Virgin Islands, and other Governments' positions and policies and be capable of assessing possible implications for the Government of the Virgin Islands and the areas within the Minister's portfolio.
- Must be able to apply this knowledge in a rapidly changing and challenging environment.
- Must have an ability to analyse, evaluate and interpret a wide range of information including legislation, policies, territorial and departmental initiatives, Cabinet direction, financial data, legislative proposals and strategic plans and apply it within the unique socio-political environment of the Virgin Islands.
- Must have knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Must have superior verbal and written communication skills, and the ability to communicate effectively, accurately and professionally.

- Must possess an ability to build and maintain a good working relationship with colleagues throughout the Government of the Virgin Islands, and with partners of other Governments and organisations.
- Must have knowledge of negotiating and be a strong communicator with diplomatic skills.
- Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyse and synthesise multiple concepts and priorities.
- Must have strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.
- Must be able to work in highly stressful situations.
- Must be self-directed, display initiative and be creative. The incumbent is expected to work both as a team member and independently with minimal supervision.

Qualifications and Experience

The minimum requirements for this role are a Bachelor's Degree or equivalent qualification and five years of experience relevant to the subject area of the role.

**Appendix III
Allocation of Ministerial Staff**

Post	Premier	Minister	Junior Minister	Total
Chief of Staff	1	-	-	1
Ministerial Special Adviser	3	1	1	9
Press Secretary	1	-	-	1
Communications Specialist (Editorial and Social Media)	2	1	-	6
Media Support Specialist (Technical/Production)	3	-	-	3
Private Secretary	2	1	1	8
Senior Administrative Officer	2	1	-	6
Administrative Officer	2	-	-	2
Overseas Representative*	2**			**
Envoy/Special Envoy**				**

**Overseas Representatives will be governed by an External Relations Policy which is separate from this Ministerial Staff Policy.*

*** Appointment as needed.*

Appendix IV Code of Conduct for Ministerial Staff

Introduction

This Code of Conduct outlines the expected standards of behaviour, ethical obligations, and professional boundaries for individuals appointed as ministerial staff by Ministers and Junior Ministers within the Government of the Virgin Islands. While ministerial staff support Ministers in delivering the government's elected mandate - including political, strategic, and communications priorities - their roles must remain clearly distinguished from those of permanent public officers to ensure seamless, professional and effective functioning in tandem with the Virgin Islands Public Service.

The provisions contained herein are grounded in the Virgin Islands Constitution Order 2007; the Public Service Management Act (PSMA) 2024; the Public Service Management Code (PSMC) 2023; and best practices from comparable systems of governance.

This document ensures the preservation of the political neutrality of the Public Service, establishes parameters and standards of conduct for ministerial staff, guidance to assist ministerial staff and public officers in their interactions with each other, and promotes the principles of good governance which must be observed by all concerned.

1. Purpose and Application

This Code serves three primary purposes.

- First, it establishes a clear and enforceable standard of integrity, conduct, and professionalism for all individuals appointed as ministerial staff.
- Second, it defines the boundaries within which ministerial staff must engage with the Public Service, ensuring compliance with and respect for the authority and neutrality of public officers.
- Third, it extends similar legal and policy obligations that apply to public officers to ministerial staff, in recognition of their proximity to sensitive government work.

This Code applies to all persons appointed as ministerial staff in accordance with Section 7 of the PSMA 2024.

2. Legal Basis and Definitions

Section 7 of the PSMA 2024 provides the statutory foundation for the appointment of ministerial staff. These staff are engaged on fixed-term contracts and serve for the duration of the appointing Minister's tenure. They may also be terminated by instruction in writing of the Minister to whom the staff is assigned.

3. Principles of Conduct

Ministerial staff must act at all times with integrity, impartiality, and professionalism. They are expected to uphold the values of honesty, discretion, and respect in their interactions with both public officers and the public. They must maintain the highest standards of personal conduct, ensuring that their actions do not compromise the dignity of the office they hold or the public trust placed in them. Ministerial staff must not use their positions for personal or political gain, and must not exploit privileged access to government information or networks. They shall not exercise supervisory authority over public officers, approve expenditures, or participate in recruitment, promotion, or disciplinary actions relating to public officers.

4. Confidentiality and Oaths

Confidentiality is a foundational requirement for all ministerial staff. Upon appointment, every individual must take an Oath of Office and Oath of Confidentiality, committing to the proper handling of sensitive information. Section 36 of the PSMA 2024 provides that "a public officer or employee shall not make use of any information which comes to his or her knowledge by reason of his or her employment for personal gain." This obligation extends beyond the term of service and applies indefinitely. No ministerial staff shall disclose internal communications, policy deliberations, Cabinet discussions, or any classified material without express authorisation from the appropriate authority.

5. Private Political Activities

1. Ministerial staff may engage in party-related activities outside the scope of their official duties. However, political party activities which do not arise out of government business shall be pursued in the staff's own time. They may not use annual or unpaid leave for this purpose. Government resources, such as email accounts, office facilities, and staff support, must not be used for any personal or party-political purpose.

2. Ministerial staff who are **NOT** public officers on secondment may work for political parties but this must be under a separate contract with the Party, working part-time for the Government with their government salary reduced commensurately.
3. In their private political activities, ministerial staff must at all times observe discretion, take care to express comment with moderation and avoid personal attacks. In particular, they should not speak publicly on matters for which their Minister has direct responsibility; they should observe discretion in relation to policies for which other Ministers are responsible, in order to avoid causing them embarrassment; and they should not disclose privileged information obtained in the course of their duties as ministerial staff.
4. If a conflict of interest or loss of confidence is found to have arisen due to the ministerial staff's decision to stand for electoral office or political alignment, this shall be acceptable grounds for terminating the appointment of the ministerial staff.

6. Standing for Electoral Office

1. With the approval of their minister and the Premier, a ministerial staff member may be publicly identified as a candidate or prospective candidate for the House of Assembly of the Virgin Islands. Ministerial staff who become electoral candidates must carry out this new role in their own time, outside office hours, or work part-time for the Government with their government salary reduced commensurately.
2. Ministerial staff standing as candidates in a general election, must resign from their post prior to nomination day. Ministerial staff who are public officers on secondment must comply with Section 7.12 of the PSMC 2023.
3. Subject to subsections 1 and 2 above, ministerial staff remain in their posts during the General Election campaign period. They are reminded that government resources must not be used for party political purposes and that any participation in the campaign is in their own time and outside office hours. Public officers who are on secondment as ministerial staff may not use annual or unpaid leave for this purpose.
4. Where the ministerial staff is a public officer on secondment, they will be required to resign from their public service post on declaring their candidacy in accordance with the provisions of the PSMA 2024 and Regulations governing the public service.

7. Public Engagement and Media Conduct

Ministerial staff may represent their Minister in public forums or media engagements only when expressly authorised to do so. In such instances, it must be clear that they are conveying the political views of the Minister in his/her elected capacity, and not speaking on behalf of the Government as a whole or the Public Service. In accordance with the Government's Communications Policy, all media engagements must be vetted by the relevant Minister and align with approved messaging. Ministerial staff are prohibited from releasing confidential information or engaging in public commentary that is defamatory, misleading, or politically provocative. Personal opinions must be kept separate from official communications.

8. Behaviour in the Workplace

Professional conduct is mandatory. Ministerial staff must treat public officers and members of the public with courtesy and fairness at all times. Harassment, bullying, discrimination, or any behaviour that undermines workplace dignity will not be tolerated.

9. Conflicts of Interest and Gifts

Ministerial staff must declare any actual or perceived conflicts of interest to their Minister immediately upon appointment, and whenever a new conflict arises. This information shall be shared with the relevant Permanent Secretary, who will record how interests are managed, including any conditions imposed. Ministerial staff must not participate in decisions where they have a personal or financial interest, nor may they use their position to confer benefits on themselves, their immediate family members, or associates. Ministerial staff should not accept gifts, favours or hospitality which might appear to place him or her under an obligation. All gifts and hospitality received must be reported and recorded in accordance with the Ministry's protocols and published in regular disclosure reports. Ministerial staff should be guided in these matters by Sections 38 and 40 of the PSMA 2024.

10. Interaction with the Public Service

Ministerial staff must respect the operational independence of the Public Service and work through the Authorised Officer - typically the Permanent Secretary - when seeking information or coordination. They may request briefings, data, or preparatory material, but must not issue directives to public officers or interfere with the administrative chain of command. Section 7(4) of the PSMA 2024 affirms this boundary. Communications with departmental staff must be channeled through, or with the knowledge of, the Permanent Secretary.

11. Use of Public Resources

Government-issued resources such as mobile devices, laptops, office space, or transportation must be used exclusively for official duties. Ministerial staff are prohibited from using these resources for private, commercial, or political party work. All items issued must be returned in good condition upon termination of the contract. Use of public funds or resources without authorisation constitutes a breach of this Code and may be grounds for immediate dismissal or legal sanction.

Travel on official business may be authorised by the Minister, but must comply with public service travel policies and require prior approval through the Ministry's administrative channels.

12. Supervision, Reporting and Tenure

Ministerial staff, including Ministerial Special Advisers, report directly to the Premier or Minister to whom they are assigned. The Chief of Staff, Press Secretary, Envoys and Special Envoys report directly to the Premier.

The Premier or Minister may assign supervision of their ministerial staff to a Ministerial Special Adviser. In the case of ministerial staff assigned to the Premier, reporting and supervision may be assigned to the Chief of Staff.

The Minister or Junior Minister shall be responsible for ensuring that their assigned ministerial staff adhere to this Code. The Chief of Staff may be assigned this responsibility on behalf of the Premier for the Premier's ministerial staff.

All non-administrative ministerial staff must submit biannual and annual activity reports to the Minister as part of the performance appraisal process.

The tenure of ministerial staff automatically terminates when the appointing Minister demits office, unless the staff is reengaged by another Minister.

Public officers contracted to roles must be formally documented with defined terms.

13. Disciplinary Standards

Any breach of this Code of Conduct may result in disciplinary action, up to and including summary dismissal. Sanctions may also include temporary suspension and formal reprimands.

The nature and severity of the breach, along with the impact on public confidence or governance standards, will guide the appropriate response, which shall be determined by the Premier and the Minister to whom the staff is assigned.

Where the breach may constitute a criminal offence or corruption, referral to the relevant investigative or prosecutorial authority will be made.

14. Post-Appointment Obligations

1. Ministerial staff must not publish or broadcast personal memoirs reflecting their experience in Government, or enter into commitments to do so, while in the employ of the Government. The permission of the Premier must be sought before publishing, or entering into a contractual commitment to publish such memoirs. The former ministerial staff must submit any draft manuscripts for comment to the Premier in good time in advance of publication.
2. Ministerial staff must continue to observe their duties of confidentiality after they have left their employment in that role.

Conclusion

Ministerial staff play an essential role in supporting Ministers as they deliver on the priorities of the elected Government. However, their actions must always reflect respect for the rule of law, the political neutrality of the Public Service, and the trust of the Virgin Islands people. This Code of Conduct ensures that the integrity of government is protected, the constitutional separation of roles is observed, and the public interest is always placed first. By accepting appointment, ministerial staff affirm their full commitment to these principles.

Appendix V
Oath Supporting the Code of Conduct for Ministerial Staff

Oath of Office for Ministerial Staff

I, _____, having been appointed to serve as a ministerial staff member within the Government of the Virgin Islands, do solemnly and sincerely declare and affirm/swear that:

I will faithfully serve the people and Government of the Virgin Islands;

I will discharge my duties with diligence, integrity, honesty, and professionalism;

I will respect and uphold the Virgin Islands Constitution Order, 2007, and the laws of the Virgin Islands;

I will act in accordance with the principles of good governance, accountability, and transparency;

I will honour the trust placed in me by my appointment, and refrain from conduct that undermines public confidence;

I will carry out my responsibilities loyally and competently, in support of my assigned Minister or Junior Minister;

So affirm/swear.

Signature

Affirmed/Sworn before me on this _____ day of _____ 20_____.

Witness Signature

Witness (PRINT NAME)

Signature
Notary Public/Commissioner of Oaths

Appendix VI
Oath Supporting the Code of Conduct for Ministerial Staff

Oath of Confidentiality for Ministerial Staff

I, _____, having been appointed to serve as a ministerial staff member within the Government of the Virgin Islands, do solemnly and sincerely declare and affirm/swear that:

I will not, during or after the term of my appointment, disclose any official or confidential information obtained in the course of my **duties** except where expressly authorised by law or the appropriate authority;

I will protect the integrity, security, and confidentiality of all records, correspondence, data, policy materials, Cabinet discussions, or other restricted content entrusted to me;

I will not use any confidential information to which I am privy by virtue of my office for personal or political gain;

I understand that a breach of confidentiality may result in disciplinary or legal action, including dismissal or prosecution.

So affirm/swear.

Signature

Affirmed/Sworn before me on this _____ day of _____ 20 _____.

Witness Signature

Witness (PRINT NAME)

Signature
Notary Public/Commissioner of Oaths

Appendix VII

Salary Administration Guide for Ministerial Staff

1. Introduction

This Guide outlines the structure for remuneration, allowances, and payment protocols for **ministerial staff** contracted by the Government of the Virgin Islands (GOVI).

2. Definitions and Interpretation

For the purposes of this Guide:

“Ministerial staff” refers to staff appointed in accordance with Section 7 of the Public Service Management Act 2024 (PSMA 2024).

“Permanent Secretary” has the meaning ascribed in Section 2 of the PSMA 2024 and duties stipulated in the Act.

“Deliverables Report” means a documented summary of work outputs submitted by the staff member to the Minister.

3. Equal Opportunity and Non-Discrimination

The Government of the Virgin Islands is committed to the principle of equal opportunity and prohibits discrimination based on race, colour, sex, age, religion, national origin, or disability in the appointment or treatment of ministerial staff. It is understood that due to the nature of the roles, ministerial staff appointments are political appointments.

4. Classification and Remuneration Bands

Salaries for administrative ministerial staff are based on the salary scale published in the 2026 Budget Estimates, and salaries for the other ministerial staff are set out in the following table.

Administrative Ministerial Staff Posts	Staff Salary
Private Secretary	\$63,787 - \$105,243
Senior Administrative Officer	\$58,345 - \$93,417
Administrative Officer	\$48,567 - \$77,703
Other Ministerial Staff Posts	Salary
Chief of Staff/Chief Adviser	\$115,550 - \$196,430
Ministerial Special Adviser I	\$75,284 - \$128,356
Ministerial Special Adviser II	\$104,727 - \$178,039
Special Envoys*	\$104,727 - \$178,039
Press Secretary	\$104,727 - \$178,039
Communications Specialist (Editorial and Social Media); Media Support Specialists (Photographer/Graphic Artist/Videographer/Video Editor)	\$58,345 - \$93,417
Overseas Representative*	
Envoy/Special Envoy*	

**Overseas Representatives will also be governed by an External Relations Policy which is separate from this Ministerial Staff Policy*

Salary Determination Criteria

Rates are established by consideration of the ministerial staff's combination of:

- educational attainment and specialist training;
- years and relevance of professional experience;
- complexity of portfolio or technical area;
- demonstrated leadership or advisory capacity; and
- regional/international service exposure.

5. Allowances and Reimbursements

Allowances (non-pensionable) are included only in ministerial staff contracts and are intended to cover costs related to their advisory function.

Allowances and benefits will match the Public Service policy in terms of:

- i. allowances;
- ii. gratuity – established at 10% for all ministerial staff;
- iii. leave;
- iv. other allowances granted to Public Service positions comparable to those of ministerial staff, such as:
 - a. Private Secretary Allowance; and
 - b. Pension Inducement

All entitlements are to be deducted from the salary amounts designated for each person and the base salary adjusted accordingly.

6. Contract Duration and Payment Issuance

Ministerial staff are not members of the permanent establishment; however, they are Government employees. In this regard, ministerial staff shall receive payment through a payroll system similar to the system used to pay permanent public officers, administered by the Department of Human Resources and the Treasury Department.

6.1 *Ministerial Staff on Secondment*

Public officers assigned to ministerial staff roles on **secondment** will continue to receive payment in accordance with the **Government of the Virgin Islands' Public Service pay structure and schedule**.

- Payment is made **through the central payroll system**, administered by the **Department of Human Resources** and the **Treasury Department**.
- The officer's **substantive salary and allowances** remain applicable, unless otherwise adjusted or supplemented by an official secondment agreement.
- Secondment arrangements must comply with the terms set out under the **PSMA 2024**, and relevant **Public Service Management Code 2023** or Human Resources policies.

- In the event of a **change in Minister**, if their services are not retained by the incoming minister, seconded officers shall return to their substantive post or to a post of equivalent grade.

Note: Any additional remuneration or benefits outside of the standard pay scale must be explicitly approved and documented in the secondment agreement.

6.2 Taxation and Compliance

All ministerial staff, whether resident or non-resident, are required to comply with the tax, statutory contribution, and financial disclosure obligations applicable under the laws of the Virgin Islands.

6.3 Virgin Islands Nationals and Residents

Ministerial staff who are resident in the Virgin Islands shall be registered with and subject to deductions for the following statutory schemes:

- **National Health Insurance (NHI):** Contributions are deducted from gross remuneration by the employer and remitted to the NHI office in accordance with the National Health Insurance Act.
- **Social Security:** All employees must contribute as required under the Social Security Ordinance. Contributions are calculated as a percentage of gross earnings and are submitted by the employer on a monthly basis.
- **Inland Revenue:** All salaries, stipends, and allowances are subject to applicable taxes under the Income Tax Ordinance.

6.4 Non-Residents and International Appointees

Non-resident ministerial staff who are engaged under short-term or fixed-term contracts shall be taxed and registered in accordance with:

- relevant provisions of the Payroll Tax Act, 2004, where applicable;
- international agreements or tax treaties recognised by the Government of the Virgin Islands;
- any residency requirements or exemptions set out by the Financial Secretary or Commissioner of Inland Revenue.

6.5 Contractual Declaration and Responsibilities

- New ministerial staff must register with the appropriate agencies within one week of being appointed.
- Evidence of registration (e.g. NHI number, Social Security number, or Taxpayer Identification Number) must be submitted to the employing Ministry and the Premier's Office;
- Where tax or contribution deductions are to be made at source, these shall be clearly outlined in the remuneration schedule of the contract.

Staff are encouraged to seek independent financial or tax advice if needed. Ongoing compliance is a condition of continued appointment, and failure to meet these obligations may result in contract suspension or termination.

7. Exit and Severance

Ministerial staff are appointed on a fixed-term contract, non-permanent basis, to support Ministers and Junior Ministers during the life of a Government Administration. As political appointees, their employment is inherently tied to the tenure of the Minister they serve and does not confer any expectation of permanency or entitlement to long-term employment benefits afforded to public officers.

7.1 Termination and Contract Expiry

The tenure of ministerial staff may be automatically terminated in the circumstances stated in Section 4.4 of the Ministerial Staff Policy.

7.2 Severance and Redundancy Eligibility

Ministerial staff shall not be eligible for severance pay or redundancy benefits except where specifically qualified under the Virgin Islands Labour Code, Revised Edition 2010, and as may be amended. In accordance with that Code, severance benefits generally apply only to employees who have completed one year or more of continuous employment and who are terminated for reasons other than misconduct or resignation.

However, political appointees engaged under fixed-term or temporary contracts, particularly those that are tied to the term of a Government or Minister, are generally not considered to have continuous employment status for the purposes of severance. Contracts must therefore include a clause explicitly stating that severance shall not be payable unless required by law or by a specific Cabinet-approved policy directive.

7.3 *Gratuity, Pension and Retention Exclusions*

Ministerial staff are non-pensionable and shall not be entitled to:

- **Public Service pensions or contributions** under the Pensions Act or the PSMA 2024;
- **Gratuity payments**, unless such provisions are expressly included in their contract and approved by Cabinet;
- **Retention payments** or end-of-service awards that are typically reserved for public officers under permanent establishment terms.

Ministerial staff are responsible for their own long-term financial and retirement planning. No service as a ministerial staff member shall be counted toward pensionable service in the Public Service, nor shall it be used to claim future benefits under any other Government scheme, unless explicitly authorised by statute or Cabinet decision.

7.4 *Exit Process and Obligations*

Upon exit from the role, ministerial staff must:

- return all Government property, equipment, or materials issued during their tenure;
- submit a final report summarising their work and any pending matters, to be filed with the Minister;
- uphold all confidentiality obligations as outlined in the Oath of Office and the Code of Conduct;
- participate in an exit interview where required, to ensure compliance and facilitate institutional continuity.

These obligations are in alignment with the Code of Conduct for Ministerial Staff.

Conclusion

This Salary Administration Guide establishes a comprehensive and accountable framework to support the engagement of ministerial staff within the Government of the Virgin Islands, as provided for in Section 7 of the Public Service Management Act 2024 (PSMA 2024). It complements the substantive Ministerial Staff Policy by establishing the

structure for remuneration, allowances, and payment protocols for ministerial staff and related matters such as payment of income tax and compliance with statutory obligations for National Health Insurance and Social Security.

As political appointees serving in support of Ministers and Junior Ministers, these roles are distinct from the established Public Service and are governed by fixed-term contracts aligned to the tenure of the Minister to whom the staff is assigned. Public Officers may serve as ministerial staff on secondment, with special conditions to facilitate the preservation of their tenure and benefits. In this regard, the provisions of this Guide align with the PSMA 2024, PSMC 2023 and the Virgin Islands Labour Code 2010 to ensure fairness across the board. Overall, this Guide provides a balanced model for politically appointed staff that upholds the interests of both the Government and the people of the Virgin Islands.

The Government is committed to periodic review of this Guide, as part of the regular review of the Ministerial Staff Policy, to ensure it remains fit for purpose, fair in its implementation, and reflective of evolving policy needs. All staff engaged under this framework are expected to review and acknowledge the conditions herein as part of their contractual obligations.

Appendix VIII
Declaration of Interest Form – Ministerial Staff

Name of Ministerial Staff Member: _____

Position Title: _____

Ministry: _____

Date of Appointment: _____

1. Directorships

Do you hold any remunerated or unremunerated directorships in any company?

Yes No

If Yes, list details below:

Name of Company	Nature of Business

2. Remunerated Employment or Other Offices

Do you hold any additional employment, trade, profession, or office (apart from your duties as ministerial staff), whether remunerated or not?

Yes No

If Yes, provide details below (actual remuneration amounts not required):

Position/Profession	Nature of Business

3. Financial and Business Interests

Please declare any personal or family interests (direct or indirect) that could reasonably be perceived to influence your duties.

Type of Interest	Description	Name of Associated Business/Entity	Your Role/Relationship
<input type="checkbox"/> Business Ownership		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Consultancy/Freelance		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Property Ownership		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Contracts with GOVI		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Gifts, Benefits, and Hospitality

Have you or your spouse received any gift, benefit, or hospitality (exceeding \$500.00 in value) from any individual, company, or organisation in connection with your role?

Yes No

If Yes, provide details:

5. Real Property Interests (Excluding Personal Home)

Do you or your spouse own any property other than a primary residence?

Yes No

If Yes, list below:

Nature of Property	Address / Parcel Info

6. Shareholdings

Do you or your spouse/dependents own shares in any company valued over \$25,000 or constituting more than 1% of issued capital?

Yes No

If Yes, list below:

Company/Body	Nature of Business	Value Range (A >\$25,000 / B >1%)

7. Other Relevant Interests

Are there any other interests, not listed above, that may reasonably be considered relevant to your role?

Yes No

If Yes, provide details:

I affirm that I have disclosed all relevant interests that may influence or appear to influence the impartial discharge of my duties as a ministerial staff member.

Signature of Staff Member: _____

Date: _____

Submitted to: Permanent Secretary, Ministry of _____

Received by _____ (Name & Signature):

Date Received: _____

**Appendix IX
Conflict of Interest Disclosure Form – Ministerial Staff**

In accordance with the Code of Conduct for Ministerial Staff and Section 38 of the Public Service Management Act, 2024

Name of Ministerial Staff Member: _____

Position Title: _____

Ministry: _____

Reporting Period: From _____ To _____

A. Nature of Conflict

- A personal, financial, familial, or professional relationship that may improperly influence my work.
- A situation where I am involved in a decision that may directly or indirectly benefit me or an associate.
- I have been offered a gift, favour, hospitality, or benefit that may place me under obligation.
- Other (please specify): _____

B. Details of Conflict

Describe the nature of the conflict, including relevant individuals, entities, and your proposed mitigation or recusal measures.

C. Declaration

I acknowledge that I am required to avoid actual or perceived conflicts of interest and to declare any situation that may compromise the impartiality or integrity of my office. I undertake to recuse myself from any relevant decisions or actions as appropriate and await direction from the Permanent Secretary.

Signature of Staff Member: _____

Date: _____

Submitted to: Permanent Secretary, Ministry of _____

Reviewed by (Name & Signature): _____

Action Taken: Approved Declined Further Review Required

Date of Review: _____

Appendix X

Role Profile – Envoy/Special Envoy

Position Purpose

The Envoy/Special Envoy directly engages domestic, regional and international stakeholders on behalf of the Premier or assigned Portfolio Minister to help Government deliver on key diplomatic and policy objectives with respect to sustainable development, economic development, development cooperation, self-governance and international relations.

- This post is created in accordance with Section 7 of the Public Service Management Act, 2024 and the Ministerial Staff Policy approved by Cabinet.
- The post-holder shall be subject to the provisions of the Code of Conduct for Ministerial Staff and is expected to uphold the ethical standards, confidentiality obligations, and non-interference principles set therein.

Reporting

Reports directly to the Premier or Portfolio Minister assigned by the Premier. In the case of Ministerial Staff assigned to the Premier, the Premier may assign administrative and reporting oversight to the Chief of Staff if deemed necessary.

Scope of Responsibilities and Deliverables

1. **Diplomatic & Political Engagement:** Serve in diplomatic capacity as requested by the Premier and actively pursue diplomatic and political engagement with domestic, regional and international stakeholders to help deliver the Government's diplomatic and policy objectives.
2. **Policy & Strategy:** Provide the Premier, Portfolio Ministers, Ministries, Departments and Government's international team with policy advice on diplomacy and international strategy.
3. **High-Level Fora:** Attend high-level bilateral, multilateral, regional and international meetings with, or on behalf of, the Premier, Deputy Premier or Portfolio Minister.
4. **International Advocacy:** Make official statements and interventions on behalf of the Virgin Islands at bilateral, regional and international fora as required.
5. **Regional Cooperation:** Support the Government of the Virgin Islands active involvement in regional cooperation via the Caribbean Community (CARICOM), Organization of Eastern Caribbean States (OECS), Association of Caribbean States (ACS), and Caribbean Overseas Territories Caucus.
6. **Development Cooperation:** Support the active involvement of the Government of the Virgin Islands in development cooperation with international partners, including the specialised agencies of the United Nations (UN) system: UNDP, UNESCO, UNDESA, UNHCR, UNOPS, UN-OHRLS, UN Women, UNFCCC, UNDRR, ECLAC, WFP, PAHO and ILO.

7. **Multilateral System:** Support the Government of the Virgin Islands participation in multilateral forums including the C-24 Regional Seminar on Decolonization, UN Fourth Committee and UKOTA
8. **Global Economic Governance:** Support the Government of the Virgin Islands engagement with the OECD, FATF, IMF and Caribbean Development Bank.
9. **Familiarisation Visits & Missions:** Undertake missions on sensitive or confidential issues to hold in-person talks with domestic, regional and international stakeholders; and conduct familiarisation visits to relevant countries to establish and maintain relationships with contacts on the ground.

Education, Knowledge, Skills and Abilities

Education: An advanced university degree (Master's or equivalent (preferred) or Bachelor or equivalent (required) in International Relations (i.e. Diplomacy, International Political Economy, International Development), Political Science (i.e. Pre-Law, Comparative Politics), Law (i.e. International Law), International Business, Public Administration, Public Policy or a related field is preferred.

Professional Experience:

- A minimum of 10 years professional experience in International Affairs with a Masters Degree or 15 years with a Bachelors Degree.
- Proven track record of international leadership in either diplomacy, politics, government, international business or civil society.
- Proven track record in international negotiations.
- **Language Skills:** Absolute fluency in English is required and abilities in other relevant languages a plus.

Core Competencies and Skills

- **Communication:**
 - Ability to verbally communicate effectively with high-level stakeholders.
 - Ability to engage in public speaking at public events and high-level forums.
 - Ability to write diplomatic letters and political correspondence.
- **Negotiation:** Ability to negotiate effectively with other parties and build trust with interlocutors.
- **Discretion:** Ability to manage highly sensitive or confidential information.