

The National Bank of the Virgin Islands (“the Bank”) is seeking a qualified person to fill the following full-time position:

CORPORATE SECRETARY

Job Summary:

To ensure that accurate and sufficient documentation exists to meet regulatory and legal requirements, and to enable authorized persons to determine when, how, and by whom the Board’s business is conducted. Performs duties and responsibilities in accordance with the policies of the Bank, legislation of the Virgin Islands and the Regulatory Authority.

Educational/Training/Skill Requirements: i) Bachelor’s Degree in Business Administration, Management or any other related field; ii) Proficiency in Microsoft Office; iii) Highly Confidential; iv) Ability to multi-task

Experience: i) Minimum of three (3) years of experience in a similar role; ii) Banking experience would be an asset.

Primary Responsibilities include, but are not limited to:

1. Serve as liaison between the Bank and Consultant(s) regarding the implementation of initiatives associated with the Board’s mandate to continue the enhancement of corporate governance standards.
2. Serve as liaison between the Bank and its Registered Agent with respect to efficient corporate governance.
3. Serve as liaison between the Board of Directors, Executive Management Team and staff body by assisting with coordination of key organizational initiatives.
4. Serve as liaison between the Board of Directors, shareholders and other stakeholders.
5. Attend, record and maintain accurate Minutes of all Annual General Meetings, the Board and Committee Meetings and any other Meetings attended by the Directors to ensure accuracy and availability of records.
6. Maintain an active working log of matters arising from Meetings and actions to be taken by the Board of Directors, Executive Team Members and other Bank officers.
7. Assist with preparation of the Bank’s Integrated Annual Report, in collaboration with Consultant(s) and other related parties.
8. Assist the Board and Executive Management Team with the submission of reports and other correspondence to the BVI Financial Services Commission.
9. Assist the Executive Management Team with the execution of special project and initiatives, where necessary.
10. Submit and circulates various reports, notices, correspondence and minutes to the Board.
11. Maintain internal corporate documentation files, inclusive of Register of Shareholder(s), Register of Directors, Certificate of Incorporation, Certificate of Good standing, and other related corporate documents.
12. Maintain records with respect to appointment of Members of the Board and evaluation of said members.
13. Stay abreast of Regulatory requirements and overall corporate governance standards.
14. Assist with the establishment of a meeting schedule for the calendar year for the Board, and make necessary arrangements for the same.
15. Maintain a filing system for general correspondence, contracts and project documents.
16. Serve as key monitor of Regulatory directives by ensuring adherence through follow up and timely action by respective officers.
17. Ensure Board procedures are followed and there is compliance with applicable rules and regulations.

Reporting Line: Chief Executive Officer

Submission Deadline: 23rd December, 2022

Interested persons should send their application letter and résumé ONLY via email humanresources@nationalbank.vg to the attention of:

Mrs. Sophia Berkeley
Chief Human Resources Officer
National Bank of the Virgin Islands Limited
P.O. Box 275
Road Town, Tortola VG1110
British Virgin Islands

Please call (284) 852-2916 if any further information or clarification is required.