



INVITATION TO SUBMIT APPLICATIONS TO FILL THE CAPACITY AS A MEMBER OF THE SOCIAL SECURITY BOARD

24th May 2023

Overview

The Ministry of Finance and Economic Management, is inviting applications from suitably qualified residents on Montserrat, to provide high quality services for the positions of a Social Security Board member. The successful candidates will be selected following an assessment based on the eligibility criteria outlined below. The final individuals will be appointed by the Governor in Cabinet and will be tasked with executing the functions and duties as outlined in the Terms of Reference. The engagement will be for a period of one (1) year.

Content and Deadline

Suitably qualified and experienced residents who wish to serve on this Board are requested to submit their application comprising of their Curriculum Vitae (CV) along with a cover letter explaining the value he/she can add to this role and other supporting documents such as certificates of academic qualifications and professional Reference Letters.

Prospective applicants seeking additional information on this assignment are invited to email thomasa@gov.ms and copied to fentonn@gov.ms on or before **Wednesday, 14th June 2023**. Detailed Terms of Reference can be obtained from the GOM Website on <https://tenders.gov.ms/> or collect a hard copy at the Ministry of Finance and Economic Management Headquarters, down stairs of the Office of the Premier's building in Brades.

Applications are to be placed in an envelope labelled '**Application to fill the capacity as a member of the Social Security Board**', addressed to the Head, Procurement Department, Ministry of Finance and Economic Management and submitted to the Ministry of Finance and Economic Management, no later than **12:00 noon, local time, by Friday, 30th June 2023**.

TERMS OF REFERENCE (ToR)

The Government of Montserrat, is seeking applications for the services of two (2) individuals residing on Montserrat to fill the capacity as a Social Security Board member. The current vacancies are for two (2) Representatives of Employees' from the private sector.

1.0 BACKGROUND

The Social Security Act Cap 18.09 section four (4) subsection one (1) to seven (7) makes provision for the establishment of a Social Security Board in which the Social Security Fund is vested and which shall have responsibility for administering the Fund. The Act also makes provision for appointment of Members by the Governor in Cabinet.

- 1) There is an established Social Security Board whose responsibilities are shown below in 2.0.

2.0 SCOPE OF REQUIREMENT

The main responsibilities of the Social Security Board are as follows:

- ❖ The Board shall be constituted and its proceedings conducted in accordance with the First Schedule.
- ❖ The Board shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name be capable of suing and being sued and, subject to this Act, of purchasing or otherwise acquiring, holding, charging and alienating real or personal property and of doing or performing such acts as bodies corporate may by law do or perform.
- ❖ The Board shall have a Head Office and the service on the Board of any notice, order or other document shall be executed by delivering the same or by sending the same by post, addressed to the Director at the Head Office.
- ❖ The Board shall consider and advise upon all matters which may from time to time be referred to it by the Minister and shall furnish to the Minister such information as he may reasonably require concerning the operation of this Act and the performance of the Board's functions under it.
- ❖ The Board shall render annual reports to the Minister, and the Minister shall, at the meeting next following after the receipt of any such report, lay a copy thereof before the Legislative Assembly:

Provided that, the first report to be rendered under this subsection may cover such period ending not later than two years after the appointed day as the Board with the approval of the Minister, may determine.

3.0 DURATION

The members will be contracted from the date of appointment to July 2024.

3.0 EXPERTISE REQUIRED, QUALIFICATIONS AND EXPERIENCE

- 3.1** Background knowledge of Business/Administration or a strongly related field, supported by at least seven (7) years' experience working within this capacity;
- 3.2** Persons who are strongly committed to team exertion and operates in a confidential manner;
- 3.3** Excellent ability to plan and deliver outcomes within the agreed timeframes;
- 3.4** Persons who have held a Senior Management position for at least five (5) years.

5.0 REPORTING

The successful individuals will report to Chairperson of the Social Security Board, keeping the Director, Social Security copied on all correspondences - electronic and hard copy (unless confidential).

6.0 RENUMERATION

Board members will be paid a stipend of four hundred and twenty-five Eastern Caribbean dollars (**EC\$425.00**) (taxable) respectively per quarter for the duration of the engagement. The relevant taxes apply as per the Income Tax Act.