



VACANCY NOTICE

ANGUILLA SOCIAL SECURITY BOARD

JOB TITLE: Director of Social Security

The Anguilla Social Security Board (ASSB) is looking for a suitably qualified individual to fill the vacant post of Director of Social Security. Among other areas as detailed in the job description, the successful candidate is required to be of sound character and integrity with the ability to project strong visionary leadership skills to effect change, build teamwork and drive the sustainability of the Social Security fund.

1. BACKGROUND AND CONTEXT

Anguilla a British Overseas Territory which is located at the northern end of the Leeward Islands in the Eastern Caribbean. The Territory comprises one large island (approximately 35 square miles) with a number of uninhabited cays. It has a population of approximately 15,000.

The governance and administrative responsibilities lie with the elected administration, save those retained by the UK and provided for by the Constitution. To assist with the administration, the Government of Anguilla employs a Statutory Board.

The Social Security Fund was established by statute in 1980 and began operations in 1982. The Social Security Fund provides social insurance for the people of Anguilla and their families. The Fund is run by a Board appointed by the Premier and Minister of Finance with responsibility for Social Security.

It is the Board's mission to contribute to the transformation of the quality of life in Anguilla through meaningful social security, community empowerment and national impact initiatives. Its operational administrative and human resource development cost is met by employer and employee contributions and the investment of surplus funds. There are 40 staff including the vacant position Director of Social Security. The Board is responsible for the appointments of staff with the exception of the Director who is appointed by the Governor. Salary and allowances of the Director are approved by Executive Council and paid by the Social Security Board.

The sustainability of the Social Security Fund is important for the well-being of the citizens of Anguilla and other stakeholders. The Social Security System and the role and performance of the Director of Social Security are subject to public accountability and transparency.

2. JOB DESCRIPTION (See full details overleaf)



ANGUILLA Social Security Board

JOB DESCRIPTION

JOB TITLE: Director of Social Security Board

GEOGRAPHIC LOCATION

James Ronald Webster Building
The Valley, Anguilla

TITLE OF IMMEDIATE SUPERVISOR

Chairman, ASSB

1. MANDATE

To transform the quality of life in Anguilla through meaningful Social Security, community empowerment and national development with a strong sustainable fund.

To ensure the financial viability of the Social Security fund, with responsibility for developing and directing the strategic management, operations and administration of the Social Security System to ensure delivery of the Board's statutory duties, including its governance functions and fiduciary obligations.

2. KEY FUNCTIONS

- a) Develop, establish and maintain strategic planning and management framework for Social Security Board (SSB) as approved by the Board of Directors.
- b) Formulate, develop, recommend and advise on Human Resources, investments, financial planning and policy for SSB.
- c) Direct and control the operations of all SSB Units.
- d) Ensure compliance with the constitution, laws, established financial/accounting financial planning policies and procedures.
- e) Advise the Board of Directors, Minister of Finance and other entities on all matters pertaining to Social Security Fund, Investment, compliance and policies.
- f) Maintain relationship with the Chairman of the Board to ensure the overall efficiency and effectiveness of communication and good governance.
- g) Oversee the administration of the Social Security Board and all Units under the Director's portfolio.

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3. KEY DUTIES

- a) Provide strong leadership, management and continued development of the Social Security Board (SSB) staff in pursuit of its objectives and the fulfillment of the SSB's responsibilities.
- b) Develop, implement and monitor appropriate systems to ensure that the operational, tactical, day-to-day decisions delegated from the Board are effectively and efficiently managed.
- c) Coordinate the development and implementation of effective human resource and performance management systems to build high performance culture through effective management, communication, mentoring and coaching of staff to ensure good governance of the SSB.
- d) Develop and manage an effective Succession Plan for the Director position and make recommendations to the Board for consideration and support.
- e) Ensure that the strategic, financial and actuarial targets are achieved and meet obligations to contributors.
- f) Ensure that there is a high level of fiscal management that will safeguard the financial viability of the Social Security fund.
- g) Develop strategies, policies and procedures including risk management for sound governance and administration of the fund for Board consideration and approval and ensure implementation and adherence to same.
- h) Direct and manage the Board's operations and compliance with existing statutory and regulatory requirements.
- i) Interpret laws, regulations, Financial, Audit and Actuarial Reports and provide consultative advice and guidance to Line Managers on administrative and Human Resource issues, plans, programmes and activities in SSB.
- j) Develop the public relations function including the execution of internal and external communications strategies, including marketing and public relations, to engage stakeholders for effective policy formulation and operations.
- k) Interpret and evaluate existing financial, accounting, compliance and risk management policies, procedures and systems and recommend initiatives or modifications to facilitate the optimisation of available resources and achievement of targeted objectives.
- l) Ensure the preparation of quarterly operational, informational and statistical reports and recommendations for the Board of Directors to include financial, risk and human resource position of SSB.

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3. KEY DUTIES CONT'D

- m) Encourage the development of mutually supportive partnerships and alliances with the local community, employers, professional bodies, government departments by representing the SSB on committees, forums or other bodies which are considered relevant and influential to the present and future needs of Social Security fund.
- n) Ensure that management of the Board's real property and other assets is in accordance with Board policy.
- o) Prepare, draft budget proposals for Board review and administer approved budgets for the SSB function.
- p) Perform other related duties as required by the job function.

4. EXPECTATIONS

- a) Act as a catalyst for change, model change and build capacity for managing change throughout SSB. Influence others to translate vision into action.
- b) Create and support a culture that focuses on creativity, innovation and knowledge.
- c) Promote a culture of open and transparent communication.
- d) Embrace technology by utilizing all available ICT/media/mass communication to ensure that relevant messages and/or responses to the services offered are disseminated accurately, courteously and timely.
- e) Hold up the Leadership Statement as a mirror to your own behavior in a challenging and constructive way.
- f) Foster a culture of teamwork and collaboration.
- g) Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events to ensure continuity.
- h) Develop and implement strategies for improving and maintaining a high level of customer service at SSB.

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5. KEY RELATIONSHIPS

- a) Reports to Chairman, Board of Directors.
- b) Provides advice to the Minister and Ministry of Finance.
- c) Collaborates with members of the Board.
- d) Manages Deputy Director, Chief Financial Officer, Investment Manager, ICT Manager and staff of the Office of the Director.
- e) Liaises with governmental, private sector, legal and social security representatives locally, regionally and internationally.
- f) Liaises with External Auditors and Actuaries on financial matters.

6. KEY AUTHORITIES

Authorised to:

- a) Enforce necessary regulations under appropriate legislation.
- b) Supervise contractors as directed or approved by the Board.
- c) Liaise with Actuary and other Social Security or third party institutions on SSB matters related to daily operations.
- d) Approve and authorise recurrent expenditure for SSB.

7. KEY REPORTS

- a) Financial and accounting reports and statements.
- b) Budget performance analyses, reports and recommendations.
- c) Operational reports for Units functions.
- d) Reports and information papers to Board of Directors.
- e) Reports on matters raised in Actuarial Reports and Public Accounts Committee Reports and Audit Reviews.
- f) Reports on official overseas visits to Board of Directors.

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8. PERFORMANCE INDICATORS

- a) Nature and level of SSB Budget variances.
- b) Degree of SSB compliance with established good governance practices, established laws and regulations and investments, financial and accounting policies.
- c) Timeliness, reliability and accuracy of all reports including financial/accounting reports.
- d) Extent to which operational goals and objectives for all Units, sub functions and the Board are met.
- e) Extent to which policy and procedural recommendations are adopted and desired objectives are achieved.

9. PERSONAL QUALIFICATIONS

The incumbent should possess extensive theoretical and practical knowledge, skills and proficiency in strategic planning, financial analysis and investment portfolio management. Operational and administrative management of Social Security systems, Board level experience and knowledge of public service finance and its regulatory environment would be an asset.

The incumbent should have a proven track record of sound decision making and managerial performance, negotiating ability, strong interpersonal and communicative skills, interpretative judgement and the ability to influence others to follow appropriate or desired courses of action.

These knowledge, skills and abilities are normally obtained in the process of acquisition of a Bachelor's Degree in Business Management, Accounting, Finance or Economics, together with a Master's Degree or equivalent qualifications with at least ten (10) years' experience in a senior executive capacity in a similar or related industry, preferably including some experience working with a multi-disciplined Board of Directors in a similar or related position.

This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job.

3. TERMS AND CONDITIONS OF EMPLOYMENT

The appointment is made on a five-year (5) fixed term contract, which can be extended on such terms and for such period based on satisfactory performance and conduct. The salary is in the scale of EC\$203,640.00 per annum (1US\$=EC\$2.6882) and attracts a 15% gratuity of basic salary at the end of the complete term (i.e. paid once only). Thirty (30) days of annual leave with full pay will be granted, which must be taken during the term of employment.

A relocation grant and economy air travel for the successful applicant and dependent family members at the beginning and end of contract if currently residing abroad. A housing allowance (EC\$3,500 per month) and one-time settling in allowance for family, mobile phone and car will be provided. Successful applicant may be eligible to benefit from a Social Security Board Insurance scheme.

4. WHAT IS REQUIRED TO APPLY

All applications MUST include:

- an up to date CV, with full particulars of qualifications and experience. (*Original certificates of qualifications or properly notarised copies will be asked for from those invited to interview*);
- a statement of suitability cover letter (no more than two pages) detailing why, in their view, they consider themselves well qualified for the position, against the criteria set out above; and
- three letters of reference with full contact details of the referees.

5. HOW TO APPLY

All applications should be submitted to Mrs Judica Connor, Secretary, Anguilla Social Security Board (ASSB) using the link below:

<https://www.caribbeanjobs.com/Director-of-Social-Security-Anguilla-Job-151740.aspx>

The **deadline for applications** is at the close of business **Tuesday 3rd January 2023, 4:00 pm** Eastern Caribbean Time/Atlantic Standard Time.

Interviews are tentatively scheduled for the **last week of January 2023**.