

[Trade Division, Office of the Premier]



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# INVITATION TO SUBMIT EXPRESSIONS OF INTEREST

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[Micro and Small Business Committee, Trade Division,  
Office of the Premier]



AUGUST 02, 2022

ISSUED BY: TRADE DIVISION, OFFICE OF THE PREMIER  
Government Headquarters, Brades, Montserrat

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## Overview

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The Micro and Small Business Committee is established under the Micro and Small Business Act 2013 No. 2 of 2013. The Act was created to provide an avenue for assistance for micro and small businesses in Montserrat with the hopes of strengthening or expanding the business community.

In an effort to afford a more transparent selection of members who serve on the Micro and Small Business Committee, we are inviting Expressions of Interest from suitably qualified candidates who wish to be considered as committee members.

The successful candidates will be selected following an assessment based on the eligibility (qualifications and experience) criteria outlined below. The individuals designated will perform their duties professionally and ethically, in accordance with the functions of the Committee as prescribed below.

## Background

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Under the Micro and Small Business Act, 2013, No.2 of 2013, the Governor, acting on the advice of Cabinet may appoint a committee to be called the Micro and Small Business Committee. The Committee comprises 5 individuals- three (3) internal to the Government of Montserrat and two (2) from the private sector.

The main functions of the Committee are:

- To advise the Minister on matters relating to micro and small business
- To consider and report to the Minister on all applications for incentives from micro or small business
- To recommend policy improvements to government with regard to micro or small business.

## Qualifications and Experience

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### Highly Desirable Skills/Attributes

- A minimum of five (5) years work experience within the private sector (preferably at a senior or managerial level)
- Broad knowledge and understanding of the Montserrat Business/Trade landscape
- Awareness and understanding of private sector challenges and needs

- Strategic thinker, broad-minded, flexible and creative
- Basic finance knowledge
- Strong critical thinking and analytical skills

#### **Desirable Skills/Attributes**

- Qualifications in a business related field
- Confidence to contribute to discussions and provide technical opinions [whether verbally or in writing] in regards to policy improvements for the business community.
- Previous experience being a part of a similar committee
- Shows initiative and demonstrates a sound interest in advancing business development in Montserrat

### **Application: Content and Deadline**

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Individuals who wish to serve on the Micro and Small Business Committee are invited to submit a Personal Statement detailing suitability in regards to the eligibility criteria above. This statement should also highlight the value which he/she can add to the committee while serving in this role. Previous experience on similar committees or related work experience should be submitted via a Curriculum Vitae (CV).

The **Personal Statement** and **CV** are to be contained in an envelope labelled 'Micro and Small Business Committee Application' which is to be submitted to the Permanent Secretary, Office of the Premier, Government Headquarters, Brades, Montserrat.

**OR**

Email [opjobs@gov.ms](mailto:opjobs@gov.ms), no later than revised deadline of **Friday, August 26, 2022**.

Prospective applicants seeking additional information on this assignment are invited to email [johnsona2@gov.ms](mailto:johnsona2@gov.ms).

#### **Remuneration:**

Private Sector Representatives on the Micro and Small Business Committee are provided a stipend of XCD\$900.00 per quarter.