



CIRCULAR MEMORANDUM

NO. 32 OF 2023

MY REF: STAFF/GEN/19/01/23 (70) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional, Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – HYDROLOGIST, NATIONAL HYDROLOGICAL SERVICE, MINISTRY OF NATURAL RESOURCES, PETROLEUM AND MINING

DATE: 24th May 2023

Applications are invited from suitably qualified persons to fill the vacant position of Hydrologist, National Hydrological Service, Ministry of Natural Resources, Petroleum and Mining.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for supporting the implementation of programmes, policies and procedures for the management of water resources in ensuring its safety and sustainability. As well as direct supervision of the Hydrological Technicians to ensure the proper administration of processing and issuance of water rights applications and that provision of oversight of related operations are in accordance with the National Integrated Water Resource Act, National Water Master Plan and other relevant legislations.

2. NATURE AND SCOPE:

The Hydrologist is required to provide professional expertise and technical support toward the achievement of the strategic objectives of the Hydrology Unit-Surface and Ground Water, for the fulfillment of its responsibilities for the effective management of Belize's water resources. The incumbent collects and assesses hydrological data on the quantity, quality and viability of Surface and Groundwater resources; monitors changes which could impact its sustainability and contributes toward informed decision making on Surface and groundwater planning, allocation, conservation and protection.

The Hydrologist conducts investigations on uses of water resources and other hydrological issues and produces publications to create public awareness; provides expert advice on watershed management, environmental concerns and disasters such as floods, draughts and pollution and contributes to the development and implementation of corrective or preventative plans to mitigate negative effect on the country. The Officer assists in conducting inspections of related operation sites, ensures legality of operations and compliance with the terms and conditions of licences, assesses fees and other charges and ensures the collection of all related revenues.

The incumbent directly supervises subordinated within the Division-Surface and Ground Water and is expected to oversee their development on all the requisite specialist area. In addition, the incumbent must display the communication skills required to interact with senior and junior personnel within the Public Service well as representatives of outside agencies and organizations.

3. ANALYSIS OF POSITION:

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **SUPERVISES** the Hydrological Technicians and ensures that the staff carries out the day-to-day administration of processing and issuance of water rights applications and related operations as it pertains to water resources.
2. **PROVIDES** professional expertise and technical support towards the achievement of the strategic objectives of the Hydrology Unit-Surface and Ground Water Division, for the efficient management of water resources.
3. **LEADS** in the collection and evaluation of hydrological data on the quantity, quality and variability of Surface and Groundwater resources: monitors changes which could adversely impact its availability and safety and research ways to minimize the negative impacts of erosion, sedimentation, or pollution on the environment.
4. **UTILIZES** and manipulates a Water Quality Sonde in order to measure basic parameters of water (both physical and chemical), such as dissolved oxygen, pH, salinity, conductivity, etc.: in order to determine the best suitable use of water, health level of water ways, detect changes in the quality of water and assist health authorities in developing and applying measures to control pollution and water-borne diseases.
5. **CONDUCTS** investigations on efficient uses of Surface and Groundwater resources and provides expert technical advice on watershed management, environmental concerns and disasters such as floods droughts and water pollution and impacts on wetland habitat and qualities, distribution, disposition, and development of Surface and Ground waters.
6. **PRODUCES** draft reports describing the results of hydrological research, investigation and data evaluation including illustrations, appendices, maps, and other attachments to support conclusions.
7. **ADVISES** and assists in the facilitation and implementation of corrective or preventative plans, based on issues identified, to mitigate any negative effects of droughts, floods, water quality and related issues.
8. **PROVIDES** technical information and advice regarding sustainable use, planning, allocation, conservation and protection of water, including policy and legislation formulation.
9. **REVIEWS** applications for Water Rights (Surface and Ground Water): Permission to Drill, Water Abstraction Licenses, Site Plans and recommend approval, denial, modification licenses accompanied Inspection team to perform required investigation.
10. **LEADS** site inspections on approved abstraction operations and ensures compliance with conditions of licenses and permits: ensures proper assessment of fees and other charges and the collection of all related revenues.
11. **PREPARES** monthly work plan and achievement reports including statistical data to provide insight into the operations and accomplishment of the sub-unit.
12. **DRAFTS** publications on hydrological and water resources information to create public awareness on related issues.
13. **LIASE** with Public Relations Officer in order to plan public awareness campaign and related vents: provides the Public Relations Officer with relevant Hydrological information in order to prepare press releases, public service announcements advertisements, brochures, newsletters, articles, etc. with a view to keep the public informed about programmes, services and accomplishments of the Unit.
14. **COACHES**, mentors, evaluates and trains subordinates on all aspects relating to Hydrological, including induction of employees, so as to optimize performance.

15. SETS major job objectives for subordinates and appraises performance against same through the timely completion of Mid-Year and End-of -Year performance appraisal based on each officer's 'incremental date: developments and implements performance improvement plan for each subordinate.

B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:

Recognized Bachelor's Degree in Hydrology, Hydrology & Water Management, Water Resources Management, Environmental Science or related field.

Plus

Specialized Training in conducting research into availability of water, measuring the movement, distribution & quality of water, Policy Writing/Technical Report Writing etc. Specialized proficiency in the use of computer applications for database, charting of water flow, word processing, spreadsheet development and related.

Plus

At least five (5) Years's experience progressive with conducting research into availability of water; measuring movement, distribution, and quality of water, preparing Hydrological Technical Reports an related. At least three (3) years being in a leadership position. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

4. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

5. REPORTING RESPONSIBILITY:

The Hydrologist will report to the Principal Hydrologist.

6. SALARY:

Government Pay Scale 16 of \$30,171 x 1,310- \$55,061 per annum.

Interested persons in possession of the required qualification and have the aptitude for the post, are required to submit a complete application, through the Job search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than 11th June 2023.



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

*c: Director, CITO
President, PSU
President, APSSM*