



CIRCULAR MEMORANDUM

NO. 71 OF 2023

MY REF: GEN/14/01/23 (18) Vol. XXXIII

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and 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 – ADMINISTRATIVE OFFICER III

DATE: 18th October 2023

Applications are invited from suitably qualified applicants to fill three (3) posts of Administrative Officer III across the Belize Public Service.

1. **ACCOUNTABILITY OBJECTIVE:**

Responsible for coordinating and directing human resource management, records management and general administration functions within the Department/Ministry in accordance with Public Service Regulations and other established policies and procedures.

2. **DIMENSIONS OF POSITION:**

A. NATURE AND SCOPE:

The Administrative Officer is required to support the Head of Department/Chief Executive Officer in ensuring the smooth day-to-day running of the Department by efficiently and effectively managing the Human Resource Management, Records Management and General Administration functions. The Officer carries out assigned duties and responsibilities in consultation with the Head of Department/Chief Executive Officer, makes recommendations for necessary action and provides timely updates on personnel and administrative matters requiring action or input. The incumbent works independently in making decisions and finding solutions to routine problems on personnel and other matters, based on established policies and procedures, necessary for the attainment of the Department's goals and objectives.

The Administrative Officer works in consultation with the Head of Department/Chief Executive Officer in matters relating to staffing needs assessment and planning, selection and recruitment, discipline, employee training and development, performance management, personnel records and other official information and documents, etc. in accordance with all applicable Acts, regulations and established policies and procedures. The incumbent manages the efficient coordination of transportation for official travel, the proper handling of incoming and outgoing correspondences as well as office security,

cleaning and maintenance of building facilities, quality service delivery. In addition, the incumbent ensures that the general working environment is conducive to productivity.

The Administrative Officer must have proficient knowledge of office administration procedures and possess the ability to maintain a high level of accuracy and confidentiality especially in areas relating to employees personal information and grievance handling. The incumbent is expected to have excellent oral and written communication skills, demonstrate excellent interpersonal and team building skills, and be able to efficiently organize work for the achievement of set goals and objectives.

B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE:

1. **ADVISES** Head of Department/Units on all key functional activities in Human Resource Management, to support the goals and objectives of the Department.
2. **SUPERVISES** subordinates, sets major job objectives for subordinates, appraises performance against same; develops and implements training and performance improvement plan for each subordinate.
3. **PROVIDES** advice and/or guidance on and processes personnel-related submissions with regards to leave (vacation/sick/maternity/paternity), appointments, training, transfers, increments, promotions, termination of services, retirements, disciplinary actions, performance issues, etc.
4. **CONTRIBUTES** toward the planning and assessment of human resource management needs including the identification of new positions and collaborates with the Senior Administrative Officer for the creation of such positions to ensure the Department's ability to achieve its strategic objectives.
5. **CALCULATES** leave balances and maintains updated records of leave entitlement of all personnel records such as sick leave, departure and resumption to duties from sick, vacation, maternity etc.
6. **CONDUCTS** orientation for new entrants into the Public Service to ensure familiarity with the regulations which governs conditions of service and provides guidance in relevant processes and procedures.
7. **MAINTAINS** an effective manual and electronic filing and retrieval system for personnel records and other official general correspondence; ensures that correspondences are properly handled in terms of recording, filing, routing to action officers, dispatching and follow-up.
8. **ASSISTS**, where possible, in resolving employee grievances and seeks counseling for employees and supervisors as deemed necessary, to ensure that productivity and performance are not affected.
9. **COORDINATES** the movement of vehicles and ensures that all vehicles are in optimal working condition, licenced, insured and serviced in a timely manner; monitors the vehicle log book to ensure necessary information is updated daily.
10. **MONITORS** the completion of mid-year and End-of-Year performance appraisal reports for all Department/Department staff based on each officer's incremental date and provides supervisors with timely reminders.
11. **ENSURES** the upkeep and general maintenance of all offices, infrastructure, furniture and equipment for the Department, to assure cleanliness, tidiness and safety working environment that is conducive to productivity.

3. **REQUIREMENTS:**

A. QUALIFICATION

Be in possession of a recognized Bachelor's degree in Business Administration, Public Sector Management, Management Studies, Public Administration or other related discipline.

B. EXPERIENCE

A public officer who:

- i. Is currently serving in the capacity of an Administrative Assistant I or Senior Secretary, First Class Clerk or Clerk I in the Technical Grade who has served at least *three (3)* years in his/her post; **or**
- ii. Has at least *three (3)* years managerial experience.

And

- iii. Is rated above average in his/her performance.

C. KNOWLEDGE AND COMPETENCIES

- Knowledge of Acts, Regulations, Policies and Best Practices related to Human Resource planning, staffing, classification, performance management, compensation and labour management relations.
- Ability to use updated office technology
- Excellent planning and organizing skills
- Excellent written communications skills
- Good consulting skills
- Good counseling skills
- Good analytical thinking
- Good relationship/network building
- Effective interpersonal communications
- Good customer service
- Effective teamwork and collaboration
- Good initiatives

D. MULTI-STAGE EVALUATION

In addition to the above requirements, the successful candidate must pass the following evaluations:

- Strong employment history (Resume')
- Proven record of performance
- Practical/written competency test as part of the interview process
- Oral interview

4. **REPORTING RESPONSIBILITY:**

The Administrative Officer III will report to the Head of Department/Chief Executive Officer of the Ministry.

5. SALARY:

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

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, at least two references for performance; one from the first reporting and one from the second reporting officers submitted through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than **1st November, 2023**. Only those with the requisite qualification will be shortlisted.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: Chief Information Officer, CITO
President, PSU
President, APSSM
GEN/4/01/01