



CIRCULAR MEMORANDUM NO. 24 OF 2024

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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 – DIRECTOR, REFUGEES DEPARTMENT, OFFICE OF THE PRIME MINISTER AND MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT AND INVESTMENT, CIVIL AVIATION, AND IMMIGRATION

DATE: 18th April 2024

Internal applications are invited from suitably qualified persons to fill the position of **Director, Refugees Department**, Office of the Prime Minister and Ministry of Finance, Economic Development and Investment, and Civil Aviation, and *Immigration*.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for the provision of leadership, strategic direction and oversight of the overall management and administrative functions of the Refugee Office; as well as for overseeing planning, directing and coordinating activities relating to work of the department in ensuring the well-being of asylum seekers and/or refugees.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Director, Refugees is required to ensure that the department effectively carries out its statutory functions under the Belize Refugees Act Chapter 165 of the Laws of Belize and respective regulations; as well as the UN Convention on Refugees which is also relevant to its work. The incumbent oversees the management and administration of the Refugee Office, which includes providing leadership and guidance in areas such as case management, local integration, voluntary return, resettlement, programme development and compilation and submission of all statistical information and activity reports for the department.

The Director, Refugees is responsible to the Chief Executive Officer and provides advice on all Refugee matters, including strategic planning and policy formulation. The incumbent serves as the chairperson of the Refugee Eligibility Committee, the body responsible for considering applications for the granting of refugee status to asylum seekers and oversees the day-to-day operations of its Secretariat. The incumbent liaises and collaborates with other government ministries, departments, non-governmental agencies and international organizations (Department of Border Management and Immigration Services, Nationality and Passports Department, Attorney General's Ministry, Department of Human Services, United Nations High Commissioner for Refugees) with regard to programmes and/or issues relating to asylum seekers and refugees in order to maximize resources for the resettlement and successful integration of such persons into the Belizean society.

The incumbent supervises support staff within the Refugee Office and is expected to oversee their development in all the requisite areas. In addition, the incumbent must display the communication

skills required to interact with senior and junior personnel within the Public Service as well as representatives of outside agencies and organizations.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **MANAGES** the daily operations of the Refugees Office; provides leadership and oversight in the design, coordination and implementation of programmes and initiatives for the resettlement and successful integration of asylum seekers and/or refugees into the Belizean society.
2. **PLANS** and sets short and long-term objectives and targets to be met by the department, in order for its mandate to be carried out effectively and efficiently; prepares annual Unit budget for input into the Ministry's overall budgetary process.
3. **ADVISES** the Chief Executive Officer on all matters relating to Refugees including policy formulation and development of program geared towards the achievement of specific goals or plans.
4. **OVERSEES** the administration and execution of laws, regulations and policies which governs the functions of the department; establishes procedures for the effective implementation of policy directives for the department.
5. **FACILITATES** the reception of persons claiming refugee status, rendering all necessary support, including assistance in completing application for refugee status; ensures the provision of adequate facilities and services for the care of refugees within Belize.
6. **MANAGES** the day-to-day operations of the Secretariat of the Refugee Eligibility Committee in the exercise of the powers, conferred to them by the Refugee Act CAP. 165 of the Laws of Belize; serves in the capacity of chairperson of the Committee as mandated by law.
7. **ENSURES** that all applications for refugee status are processed in a timely and effective manner; vets applications and their accompanying written assessments prior to submission for review by the Refugees Eligibility Committee and submits the Committee's recommendations to Minister for approval.
8. **DIRECTS** or undertakes the compilation, preparation and submission of all statistical information and activity reports and other relevant information pertaining to accomplishments of the department.
9. **LIAISES** and collaborates with relevant personnel in other government ministries, departments (including the Department of Border Management and Immigration Services and Nationality and Passports Department), non-governmental agencies, regional and international organizations with regard to programmes and/or issues relating to asylum seekers and refugees, including the maximization of resources for the successful integration of such persons into the Belizean society, third country resettlement or voluntary return to country of origin.
10. **COORDINATES** with external/international agencies to provide training for staff as it pertains to asylum-seekers and/or refugees to enhance overall performance; advises training personnel on institutional and in-service training programmes for the optimization of performance.
11. **DEVELOPS** operational manuals that outline procedures, give directions and establishes internal consistency in processes for adjudicating claims and supporting decisions for the granting of refugee status.
12. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.
13. **REPRESENTS** the Ministry on committees and at national and international conferences in respect of matters related to refugees.

B. PRINCIPAL EXTERNAL RELATIONSHIPS:

- All Government Ministries/Agencies

- Department of Border Management and Immigration Services
- Nationality and Passports Department
- Police Department
- Attorney General Ministry
- Ministry of Human Development, Social Transformation and Poverty Alleviation
- United Nations High Commissioner for Refugees
- Quasi Government Organizations
- Non-governmental Organizations
- Other Regional/International Organizations

C. QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:

Recognized Master’s degree in Public Sector Management, Public Administration, Management Studies, Business Administration or such related disciplines.

Plus

Specialized Training in needs assessment or programme development. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related. Knowledge of migration and refugee issues. Extensive knowledge of government and administrative procedures, rules and regulations with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration.

Plus

At least ten (10) years’ post degree experience with at least three (3) years serving in a position of responsible charge such as Assistant Director. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

4. REPORTING RESPONSIBILITY

The Director, Refugees Department will report to the Chief Executive Officer, Office of the Prime Minister and Ministry of Finance, Economic Development and Investment, and Civil Aviation, and *Immigration*.

5. SALARY

Government Pay Scale 25 of \$47,624 x 1644 -\$78,860 per annum.

6. CONDITION OF SERVICE

The condition of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Monday, 6th May 2024.**

Kindly note that only applications from within the Immigration Department will be accepted.



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

c: GEN/4/01/01
Director, CITO,
President, Public Service Union of Belize,
Association of Public Service Senior Managers