



CIRCULAR MEMORANDUM NO. 25 OF 2024

MY REF: STAFF/GEN/8/07/24 (31)

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

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 – CHIEF CLIMATE CHANGE OFFICER, CLIMATE CHANGE OFFICE, MINISTRY OF SUSTAINABLE DEVELOPMENT, CLIMATE CHANGE AND DISASTER RISK MANAGEMENT

DATE: 19th April 2024

Applications are invited, from suitably qualified persons, to fill one (1) vacant position of Chief Climate Change Officer, Climate Change Office, Ministry of Sustainable Development, Climate Change and Disaster Risk Management.

1. BASIC PURPOSE OF POSITION:

Responsible for the overall management of the Department of Climate Change including strategic planning, inter-ministerial coordination, resource mobilization and corporate communications in conjunction with the Ministry's mandate and objectives. The Officer will serve as the Administrator of the Climate Change and Carbon Markets Initiative Bill and will serve as technical lead for climate change mitigation and adaptation for Belize.

(a) ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. SUPERVISES** and manage the staff of the Department of Climate Change, conducting daily monitoring of activities to ensure that they comply with the Annual Operational Plan, ensuring the review of progress and performance of individual technical staff.
- 2. LEADS** and coordinates Belize's reporting responsibilities to the United Nations Framework Convention on Climate Change including the national established contribution, Biennial Transparency Report, and National Communications ensuring to administer the climate change and Carbon market initiative act.
- 3. ASSISTS** with the development and implementation of the Carbon Markets for Belize in association with the Climate Change and Carbon markets Initiative Act including serving as the Registrar for Carbon Credits.
- 4. DEVELOPS** high level programmes and projects with the aim of mobilizing resources in collaboration with development partners inclusive of the Ministry of Economic Development, the Protected Areas Conservation Trust and the Caribbean Community Climate Change Centre and UNDP.

5. **DEVELOPS** projects and programs within the department of Climate Change to ensure sustainability and relevance to establish goals and objectives and prepares and implements the department's annual Budget and workplans.
6. **CONDUCTS** reporting activities such as developing briefing notes, technical papers, financial reports, and cabinet papers for the national delegation in its representation at the UNFFCCC Conference of Parties.
7. **CONSULTS** and advises the Chief Executive Officer, Directors, and other Management Team members within the department on matters relating to climate change.
8. **LEADS** in the implementation and tracking of key strategies that guides climate change mitigation and adaptation in Belize including the Low Emission Development Strategy, the National Determined Contributions, National Climate Change Policy, Strategy and Action Plan (NCCPSAP), the Climate Finance Strategy.
9. **SERVES** as Belize's lead climate change focal point officer within the department and to the UNFCCC Secretariat and its associated bodies, conducting duties as lead negotiator at UNFCCC COP and subsidiary bodies coordinating positions across various thematic areas.
10. **COORDINATES** activities of the Belize Climate Change Council (BNCCC) and collaborate with other ministries and departments to ensure that climate change concerns are mainstreamed at every level of decision-making.
11. **MONITORS** program accounts, finances, and procurement activities in adherence with Government of Belize and Donor stipulated guidelines and oversees the completion of programme activities, ensuring that objectives and products are fulfilled, and that success indicators are verified.
12. **REPRESENT** the Government of Belize at regional and international events participating as a member in several National Inter-ministerial/inter-sectorial committees on behalf of the department.
13. **PREPARES** Cabinet papers, briefing notes, Ministerial reports, and Annual Technical reports on the performance of the Department in line with the Ministry's and Department's strategic plan and annual operational plans.
14. **MAINTAINS** a working relationship with the members of the Technical Committee and National Climate Change Council to ensure joint programming in climate change mitigation and adaptation.
15. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

(b) QUALIFICATION REQUIRED:

Master's Degree in Environmental Science, Natural Science, Climate Science/Climatology, Natural Resources Management, Engineering or related discipline.

Skills and experience required:

1. Good understanding of scientific and technical issues as it relates to climate change is essential.
2. Experience in negotiations at a national, regional, and international level.
3. Ability to work effectively with donor agencies, senior governmental officials, and administrators.
4. Experience in obtaining international and/ or multilateral donor funding/proposal writing.
5. Experience working with local, regional, and international organizations.
6. Knowledge of monitoring and evaluation procedures.
7. Excellent knowledge of policy development and analysis.
8. Sound research skills.
9. Excellent analytical and problem-solving skills.
10. Excellent decision-making skills.
11. Excellent communication skills and advance level of computing literacy, and

12. Fluency in English is essential and an ability to speak Spanish is an asset.
13. In-depth knowledge of climate change mitigation and adaptation issues, programme and approaches in the national and international context with the ability to train and build the capacity of national counterparts.
14. Experienced in climate change negotiations under the UNFCCC on issues relating to inter alia, mitigation, adaptation, markets, capacity building and knowledge transfer.
15. Experience in providing expertise and support for the development of technical and policy papers relating to, inter alia, NDCs, Namas, NAPs roadmaps for LEDS and climate change technology prioritization.
16. Demonstrated experience in identifying, implementing, and executing programmes, projects and project components aimed at promoting resilience to climate change.

Years of Experience in Supervisory/Management Level: At least five (5) years working experience in Management. A minimum of 10 years of functional experience in the Climate Change field at a national or international level.

2. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

3. REPORTING RESPONSIBILITY:

The Chief Climate Change Officer will report to the Chief Executive Officer

4. SALARY:

Government of Belize pay scale 25 of \$47,624 x 1644 – \$78,860

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 3rd May 2024.



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

*c: Chief Information Officer, Central Information Technology Office (CITO)
President, Public Service Union
President, Association of Public Service Senior Managers
GEN/4/01/01*