



CIRCULAR MEMORANDUM NO. 69 OF 2024

MY REF: STAFF/GEN/18/06/24 (20)

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: INTERNAL VACANCY NOTICE – POSTAL ASSISTANT, CAYE CAULKER POST OFFICE, MINISTRY OF PUBLIC UTILITIES, ENERGY, LOGISTICS AND E-GOVERNANCE

DATE: 23rd August 2024

Applications are invited from suitably qualified persons within the Belize Postal Services to fill one (1) post of Postal Assistant, Caye Caulker Post Office, Belize Postal Services, Ministry of Public Utilities, Energy, Logistics and E-Governance.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for assisting the Postmaster General with the daily management and supervision of the District Sub-Post Office in line with the Postal Service Act and Universal Postal Union Conventions and Agreements.

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **DIRECTS** the day-to-day Postal operations of the District Sub Post offices in line with the department's strategic plans and objectives.
2. **RECEIVES**, checks, and delivers EMS, DSM and registered mails and facilitates all other postal matters at the counter.
3. **CONDUCTS** the sale of postage stamps and other postal products including Philatelic products over the counter.
4. **WEIGHS** letters and parcels on scales and computes mailing and registration cost according to weight and destination.
5. **BALANCES** record of daily sales and paying-in to Sub-Treasury twice weekly and Inputs data for EMS, DSM, and registered mails via IPS Light.
6. **DETERMINES** reason for undelivered mail after specific period and reroute specific mail to appropriate recipient or sender.
7. **RESPONDS** to inquiries and concerns of customers regarding mail packaging and procedures for mailing and receiving mail.

8. STORES Philatelic stamp stock and supplies and is responsible for Postal Clerk's imprest.
9. PREPARES accounts and maintain records of daily sales, parcels, and registered mail to ensure accountability.
10. SETS major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-year performance appraisal.
11. RECIEVES and dispatches mail to and from General Post Office.

A. QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:

Certificate/Diploma in Management Studies or its equivalent which is an Associate degree in Management Studies, Administration, Public Administration or related field.

Plus

Have served a minimum of three (3) years as a Postal Clerk I

B. SKILLS:

- Advanced Knowledge of the structure of the Public Service, Universal Postal Union's Constitution, Rules and Regulations and Conventions
- Ability to set and complete priorities within time frames and deadlines
- Ability to interact with a wide range of client
- Ability to conduct research
- Excellent oral and writing communication skills
- Team management skills
- Pay attention to details
- Creative problem-solving skills
- Excellent time management skills

4. REPORTING RESPONSIBILITY

The Postal Assistant will report to the Deputy Postmaster General, Belize Post Office.

5. SALARY

Government Pay Scale 10 of \$20 407 x 976 - \$38,951 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 Friday, 13th September 2024.



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

- c:** *Director, CITO,
President, Public Service Union of Belize
President, Association of Public Service Senior Managers*