



CIRCULAR MEMORANDUM NO. 87 OF 2024

MY REF: STAFF/GEN/9/05/24 (28) Vol. III

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 – TWO (2) POSTS OF ECONOMIC EMPOWERMENT OFFICER II – FAMILY SUPPORT AND GENDER AFFAIRS DEPARTMENT, MINISTRY OF HUMAN DEVELOPMENT, FAMILIES, AND INDIGENOUS PEOPLES' AFFAIRS

DATE: 8th November 2024

Applications are invited from suitably qualified applicants to fill two (2) posts of Economic Empowerment Officer II within the Family Support and Gender Affairs Department, Ministry of Human Development, Families, and Indigenous Peoples' Affairs across the Belize Public Service:

BASIC PURPOSE OF POSITION:

Responsible for Planning, Coordinating and Implementing Economic Empowerment programs, activities and projects that ensures full participation from all genders in the empowerment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **IDENTIFIES** and liaises with organization and agencies providing skills development activities and employment opportunities countrywide for all clients of the ministry.
2. **DEVELOPS AND FACILITATE** workshops and trainings for clients through networking with organizations and agencies providing skills development activities and employment opportunities.
3. **ASSISTS** women's groups with referrals to agencies with business expertise in products development, quality control and marketing and monitoring of the group success.
4. **ORGANIZE** skills building sessions for clients as required, based on demand for skills from the business community, and the current country labour studies and assessment.
5. **ASSIST** in the organization of public activities such as expos, women's month, 16 days of activism activities etc. As needed.
6. **PLANS AND IMPLEMENTS** skills development training programs for all genders in traditional and non- traditional areas to facilitate overall development.
7. **DEVELOPS** relations with government and non-government organization to facilitate the completion of projects and programs geared at highlighting economic empowerment.
8. **PROMOTES** providing employment opportunities for the job economic program geared at equipping clients with tools needed to be a success in the community.

9. **FACILITATES** walk in clients with case management support for those seeking assistance with job readiness or economic developing opportunities.
10. **ASSISTS** in the design and implementation of the labour accompaniment model of the Boost+ program.
11. **ASSISTS** clients in the process of project proposal writing to source funding and other resources for self-development purposes.
12. **ATTENDS** personal development training related to economic empowerment opportunities.
13. **ASSISTS** in the development and implementation of the department's hurricane/disaster plans and perform disaster relief duties as the need arise.
14. **SUBMITS** monthly itineraries of proposed work activities and monthly, quarterly, and annual reports of achievements.

QUALIFICATIONS:

Must be in possession of a recognized Bachelor's Degree in Social Work, Sociology, Psychology, Criminal Justice or Anthropology **plus** have served at least three (3) years as Family Support Officer III, Gender Development Officer III, or Economic Empowerment Officer III (*i.e. the previous name of positions as per recent redesignations will be considered*).

KNOWLEDGE, SKILLS AND ABILITIES:

Technical: Listening Skills, Computer Literacy, Organizational and Communication Skills, Time Management and Public Relation Skills.

Behavioural: Adherence to Social work values and ethics, Integrity, achievement oriented, analytical and conceptual thinking, client service oriented, innovative, effective interactive communication, flexibility, developing others, initiative, network building, organizational commitment, self-confidence, self-control, team leadership, teamwork.

REPORTING RESPONSIBILITY:

The Economic Empowerment Officer II will report to the Human Development Coordinator.

CONDITIONS OF SERVICE:

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

SALARY:

Government Pay scale 16 of \$30,171 x 1310 - \$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 as a scanned *pdf* via the Job Seek portal along with their cover letter, qualifications, at least two references and a valid police report (*i.e. proof of payment receipt is also acceptable*) through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly to the Chief Executive Officer, Ministry of Public Service, Constitutional and Political Reform and Religious Affairs no later than **24th November 2024**.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: Chief Information Officer, CITO
President, PSU
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