



CIRCULAR MEMORANDUM

NO. 99 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 – DEPUTY CHIEF EDUCATION OFFICER, MINISTRY OF EDUCATION, CULTURE, SCIENCE AND TECHNOLOGY

DATE: 3rd December 2024

Applications are invited from suitably qualified persons to fill the vacant post of Deputy Chief Education Officer, Ministry of Education, Culture, Science and Technology.

A. ACCOUNTABILITY OBJECTIVE

The Deputy Chief Education Officer is responsible for the supervision, administration, and management of assigned Units or Centres within the Ministry and assists with the effective implementation and monitoring of national education policies and programs. This role provides leadership and guidance to ensure the development, achievement, and maintenance of quality educational programs and services while upholding high standards of transparency, performance, and results. The Deputy Chief Education Officer fosters a culture of responsibility among staff and stakeholders to achieve the Ministry's strategic goals, offering technical and advisory support to the Chief Education Officer in the management of the assigned Units or Centres. The Deputy Chief Education Officer supports regular evaluation and reporting on the progress and the impact of educational initiatives to drive continuous improvements for increased effectiveness and efficiency, compliance with regulatory requirements, and alignment with national educational objectives.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Deputy Chief Education Officer:

1. Provides technical and advisory support to the Chief Education Officer on policy issues, matters relating to student population, curriculum and assessments, and programme development and delivery to improve and maintain educational standards
2. Supports the achievement of standards for and monitoring the quality of education for all students at all levels of the education system.
3. Facilitates the development and implementation of plans and activities for educational quality assurance, including curriculum reform, teacher development, and student assessment.

4. Provides targeted leadership, administrative direction, supervision, and technical assistance and support to the Head of Staff of the assigned Units or Centres.
5. Assists with the development and implementation of strategic plans, sets short, medium and long-term objectives and targets to be met by the assigned Units or Centres.
6. Oversees the work of and ensures that there is proper coordination among the assigned Units or Centres for the attainment of the goals and objectives of the Ministry.
7. Reports regularly to the Chief Education Officer on the achievements and challenges of all aspects of work and operations of the assigned Units or Centres.
8. Supervises the preparation of the assigned Units or Centres' annual budget for input into the Ministry's overall budgetary process.
9. Monitors the effectiveness of educational programs through data analysis and evaluation, assessing program impact and making the necessary adjustments to improve.
10. Facilitates the preparation of reports on the state of education and training and other special reports as requested by the Chief Education Officer.
11. Ensures monitoring and reporting of all performance management issues and performance indicators in accordance with existing policies and procedures to improve educational outcomes and services for students.
12. Sets major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.
13. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff in the assigned Units or Centres.
14. Maintains communication with the various partners and stakeholders in education.
15. Represents the Ministry of Education on various committees, attends professional events, and maintains linkages with relevant agencies regarding matters pertaining to education to maintain effective and efficient networking and information flow.
16. Any other duties which may be assigned from time to time.

C. QUALIFICATIONS/ EXPERIENCE:

1. Recognized Master's Degree in Education Leadership, Education Administration or other related discipline.
2. Minimum of ten (10) years working in a leadership capacity. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

D. REPORTING RESPONSIBLY:

1. First Reporting Officer: Chief Education Officer
2. Second Reporting Officer: Chief Executive Officer

E. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions which may be issued from time to time.

F. SALARY:

Government of Belize Pay scale 24 of \$42,000 x 1,644 - \$73,236 per annum.

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 the 16th December, 2024.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: Director, CITO
President, PSU
President, APSSM
GEN/4/01/01