



# CIRCULAR MEMORANDUM

## NO. 106 OF 2024

**MY REF:** STAFF/GEN/7/07/24 (49) Vol. II

**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 DIRECTOR, YOUTH SUPPORT SERVICES, DEPARTMENT OF YOUTH SERVICES, MINISTRY OF YOUTH, SPORTS AND TRANSPORT**

**DATE:** 11<sup>th</sup> December 2024

Applications are invited, from suitably qualified persons, to fill one (1) vacant position of Deputy Director, Youth Support Services, Department of Youth Services, Ministry of Youth, Sports and Transport.

### **1. ANALYSIS OF POSITION:**

Responsible for the supervision of all District Offices/Resource Centers countrywide in the implementation of policies, programs and initiatives designed to engage youths throughout Belize and aid in creating awareness of at-risk factors such as poverty, unemployment, crime and violence, general health and well-being and inequalities within their environment to aid them in becoming responsible individuals who can make decisions which will improve their current situation and positively impact their future.

### **(a) ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises the Coordinators of various service areas and Regional Managers directly, ensuring the proper management of all Support Services Areas and District Offices/Resource Centres maintains an acceptable level of performance and adherence to all related policies and procedures ensuring the service being provided to the youths and other stakeholders are youth friendly, professional, efficient and effective.
2. Contributes to the development of Strategic and Operational plans for the department and the identification of relevant programmes and projects to guide activities toward the achievement of its goals and objectives.
3. Liaises with the Deputy Director, Skills Training and the Coordinator Training and Development for the development and implementation of capacity building training programmes for staff in order to strengthen necessary skills such as communication, team building, program delivery, basic counselling etc.
4. Ensures the timely dissemination of information to staff with regards to scheduled capacity building training programmes and makes adequate arrangements for attendance and access to its benefits toward the improvement of the quality-of-service delivery to stakeholders.

5. Reviews programmes/projects that have been implemented in tangent with planned outcomes in order to assess their effectiveness.
6. Provides advice, information and monthly progress reports to the Director and on matters relating to the youth support programmes and initiatives approved for implementation.
7. Ensures continues maintenance of the national database of youth demographic in Belize in order to ensure programmes being developed for implementation are relevant and effective in meeting the emerging needs of youths in combating at-risk factors that negatively impact their personal and professional development.
8. Coordinates with the Deputy Director, Skills Training, for the development of platforms for the creation of awareness on the role and function of the Department of Youth Services, the National Youth Policy, the National Youth Council and the publicizing of Youth success stories in areas such as increase youth participation in national activities, entrepreneurship ventures startup, re-entry and successful completion of formal education and skills training statistics etc.
9. Evaluates the effects of training delivered and other support programs implemented in order to determine their effectiveness in meeting the emerging needs, challenges and programmatic learning and ensure maximum impact.
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 based on each officer's incremental date; develops and implements performance improvement plan for each subordinates.
11. May deputize for the Director, Youth Services in the absence of the incumbent.

**(b) QUALIFICATION REQUIRED:**

Bachelor's Degree in Youth Development, Social Work, Education or related field

plus

Specialized training in strategic and operational planning and program evaluation, institutional effectiveness and implementing initiatives. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, presentation software and related programmes.

plus

At least five (5) years work experience in senior management or policy advisory role or any equivalent combination of project planning and evaluation that provides the required knowledge. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team. Display strong leadership, communication and team building skills.

**2. CONDITIONS OF SERVICE:**

Belize Constitution (Public Service) Regulations, 2014

**3. REPORTING RESPONSIBILITY:**

The Deputy Director will report to the Director

**4. SALARY:**

Government of Belize pay scale 23 of \$40,615 x 1644 – \$71,851

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 30<sup>th</sup> December, 2024.

A handwritten signature in blue ink, appearing to read 'R. Zetina', with a long horizontal stroke extending to the right.

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