



CIRCULAR MEMORANDUM

NO. 62 OF 2025

MY REF: STAFF/GEN/8/07/25 (8)

FROM: Chief Executive Officer, Ministry of the Public Service, Governance and Disaster Risk Management

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 – SENIOR SOLID WASTE TECHNICIAN, MINISTRY OF SUSTAINABLE DEVELOPMENT, CLIMATE CHANGE AND SOLID WASTE MANAGEMENT

DATE: 23rd September 2025

Applications are invited, from suitably qualified persons, to fill one (1) vacant position of Senior Solid Waste Technician, Solid Waste Management, Ministry of Sustainable Development, Climate Change and Solid Waste Management.

1. BASIC PURPOSE OF POSITION:

Assist the Senior Solid Waste Officer in his/her absence with the Administrative and financial management of the Solid Waste Management Authority.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Senior Solid Waste Management Officer with liaison in matters pertaining to Human Resource Management;
2. Assisting with the preparation of the annual budget and ensure implementation in accordance with Financial Orders;
3. Assist with the development and coordination of weekly and monthly activities of the Authority;
4. Assist with the preparation of periodic and yearly reports;
5. Conducting compliance monitoring at all waste management facilities in the country including dumpsites;
6. Respond and assist with investigation into the cause, nature and extent of solid waste disposal problems throughout the country;
7. Prepare reports for visits conducted and follow-up on issues encountered;
8. Represent the Authority at local and international meetings, workshops, and trainings on organizations, committees and other groups when delegated;

9. Any other duties assigned from time to time;

B. QUALIFICATION REQUIRED:

Bachelor's Degree in Natural Resource Management, Environmental Management, Solid Waste Management, or closely related field.

Skills and experience required:

1. Strong Leadership, management, and team-building skills.
2. Excellent analytical, problem-solving, and decision-making abilities;
3. Strong financial acumen and experience in budget management;
4. Excellent written and verbal communication skills, with the ability to prepare clear and concise reports and presentations.
5. Strong interpersonal and negotiation skills, with the ability to build effective relationships with diverse stakeholders.

2. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

3. REPORTING RESPONSIBILITY:

The Senior Solid Waste Technician will report to the Director, Solid Waste Management.

4. SALARY:

Government of Belize pay scale 16 of \$30,171 x 1310 – \$55,061 per annum.

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 Tuesday, 7th October 2025.



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

c: *Chief Information Officer, CITO*
President, PSU
President, APSSM
GEN/4/01/01