



CIRCULAR MEMORANDUM

NO. 69 OF 2025

MY REF: STAFF/GEN/8/07/25 (11)

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 – POLICY COORDINATOR, POLICY, PLANNING AND PROJECT UNIT, MINISTRY OF SUSTAINABLE DEVELOPMENT, CLIMATE CHANGE AND SOLID WASTE MANAGEMENT

DATE: 16th October 2025

Applications are invited, from suitably qualified persons, to fill one (1) vacant position of Policy Coordinator, Policy, Planning and Project Unit, Ministry of Sustainable Development, Climate Change and Solid Waste Management.

1. BASIC PURPOSE OF POSITION:

The officer will assume responsibility for the coordination of the operational activities of the Ministry portfolio (Fisheries, Forestry, Environment, Sustainable Development, Climate Change, Solid Waste, Coastal Zone, PACT and various development projects) in order to maintain harmonization and efficiency and assist in the strategic planning in portfolio development. These tasks will be executed in conformity with the objectives and priorities of the Government and mandates and objectives of the Ministry

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate the Ministry's policy activities/initiatives across all the portfolios (Fisheries, Forestry, Environment, Sustainable Development, Climate Change, Solid Waste, Coastal Zone, PACT);
2. Provide input and advice to the CEO and the Ministry on collaborative programming and monitoring processes as well as on key policy issues as they arrive verbally (presentation, other) or in writing (briefing notes, reports) as directed – identify implications, key messages, stakeholders, etc.;
3. Prepare and present complex research analysis, evidence-based decision making results, policy recommendations and briefing papers;
4. Communicate and explain complex policies, programs and processes to key organizational stakeholders and external organizational stakeholders (private sector);
5. Develop and prepare policy proposals, define problem areas, determine research methods, analyze and evaluate data and prepare comprehensive reports;

6. Liaise with other policy units in other relevant Ministries in order to harmonize efforts;
7. Support the Ministry in the development of a common work plan ensuring timeliness, coherence and quality of results in order to achieve shared results;
8. Provide advice on strengthening institutional capacities, and provide inputs for capacity building of personnel of affiliate departments;
9. Assist with the strategic planning and development of work plans of various units under the Ministry;
10. Lead and coordinate the preparation of grant proposals to funding agencies;
11. Identify and maintain an active relationship with donors in areas of Fisheries, Forestry, Environment, Sustainable Development and Climate Change;
12. Formulate strategic projects related to Ministry's policy and research activities, including expansion of existing efforts;
13. Supervise activities for support staff (research assistants and subcontractors related to policy projects), who will carry out the policy and activities;
14. Attend training at selected national, regional, and local conferences and meetings;
15. Planning and coordinating conferences, meetings, forums, workshops, seminars, conferences, panels related to policy functions or other policy-oriented educational events;
16. Other related duties assigned.

B. QUALIFICATION REQUIRED:

Master's Degree in Natural Resources, Environmental Studies, Economics or a related discipline.

Skills, aptitude and other qualifications (Experience Required):

Skills: Candidate must possess considerable related consultation and policy planning experience; OR an equivalent combination of training and experience and at least one (1) year experience in Supervisory/Management Level.

1. Ability to think strategically and develop creative approaches and solutions to complex problems;
2. Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts and represent the Ministry on a variety of committees, task forces and working groups;
3. Familiarity with policy-making processes at high level;
4. Experience with office software and internet research, including Microsoft Word, Power Point, Excel, and e-mail programs;
5. Team building skills; Superior interpersonal, verbal and written communication and presentation skills
6. Ability to manage multiple priorities within tight timeframes;
7. Ability to develop positive relationships with coworkers and key stakeholders;
8. Excellent analytical and organizational skills;
9. Excellent leadership skills
10. Able to work under pressure and meet deadlines;
11. Able to demonstrate initiative;
12. Strong facilitation skills;
13. Team player

2. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

3. REPORTING RESPONSIBILITY:

The Policy Coordinator will report to the Chief Executive Officer

4. SALARY:

Government of Belize pay scale 21 of \$39,821 x 1718 – \$72,463 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 3rd November 2025.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

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