



CIRCULAR MEMORANDUM

NO. 68 OF 2025

MY REF: STAFF/GEN/8/07/25 (10)

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 –CLIMATE CHANGE ADAPTATION OFFICER II, CLIMATE CHANGE OFFICE, 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 Climate Change Adaptation Officer II, Climate Change Office, Ministry of Sustainable Development, Climate Change and Solid Waste Management.

1. BASIC PURPOSE OF POSITION:

To support the coordination and monitoring of activities related to climate change adaptation at the national level, as well as the mainstreaming and development of activities to increase resilience. The position would involve providing technical support to the Climate Change Adaptation Officer I on climate change adaptation issues and measures for policy, plan, and strategy development, as well as projects, including project and programme development, knowledge management, awareness raising and capacity building and monitoring and reporting, inter alia.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management/Administrative Responsibilities

1. Participate in meetings, seminars, local and international for a, conferences, and workshops as required.
2. Present climate change adaptation related information at public interest, governmental, international, or other meetings to build capacity and knowledge transfer.
3. Assist in the development of the Strategic/Operational Plans and Budgets for the National Climate Change Office (NCCO).
4. Assist with the development of Individual Work Plan based on strategic alignment with Operational Plan and Strategic direction of the NCCO.

Technical Responsibilities

- i. Support the coordination and implementation of the National Climate Change Policy, Strategy and Master Plan, the Nationally Determined Contributions (NDCs) and the National Communications Process.
- ii. Support the Climate Change Adaptation Officer I in the development and implementation of National Adaptation Plans and Strategies in collaboration with relevant public and private sector agencies.
- iii. Support the mainstreaming of adaptation issues, through use of the climate change policy framework and NDCs into key sectoral policies and strategies.
- iv. Assist in providing technical support to the Climate Change Adaptation Officer I, the Deputy Chief Climate Change Officer and the Chief Climate Change Officer for the review and appraisal of Climate Change adaptation related products prior to approval.
- v. Assist in providing technical and secretarial support to the Belize National Climate Change Committee and its sub-committees.
- vi. Support the coordination, preparation and prioritization of adaptation actions, elaboration of baselines and methodologies, and facilitation of access to funding for adaptation actions and measures.
- vii. Support the design, development, execution, monitoring and evaluation of adaptation assessments in collaboration with relevant personnel and sectors.
- viii. Aid the oversight of collection of climate change adaptation information and data and facilitate access to and use of information.
- ix. Prepare Terms of References (TORs) for consultants, reports, and press releases.
- x. Assist the planning and execution of training and capacity building workshops relating to climate change initiatives, multilateral agreements and conventions, and Belize's NDCs.
- xi. Support the National Climate Change Office in the execution of additional tasks as mandated by management.

B. QUALIFICATION REQUIRED:

Bachelor's Degree in Environmental Sciences, Climate Science, Climate Change, Natural Resource Management, Environmental Engineering or a related discipline.

Skills and experience required:

- Core:
 1. Excellent analytical skills for problem solving; solutions oriented.
 2. Excellent written and oral communication skills in the English language with the ability to produce well-structured, factually, and analytically accurate reports.
 3. Excellent presentation, communication, and facilitation skills.
 4. Results oriented and self-starter.
 5. Ability to work as part of the team, with importance on cross-team working and sharing information, as well as independently.
- Technical
 6. Sound knowledge of climate change issues with respect to causes, impacts, and options for mitigation and adaptation.
 7. Excellent knowledge of Climate Change adaptation issues, and agreements at the national and international level.
 8. A sound understanding of the linkages between ecosystems, biodiversity, human well-being and climate change.
 9. Ability to interpret data, present rational conclusions and defend recommended actions.
 10. Sound research skills and the ability to produce technical papers.

11. Proven ability to work effectively with diverse stakeholders.
12. Experience in standard software applications and in handling web-based management systems.

Years of Experience in Supervisory/Management Level: 0 years

Years of Experience in Related Field: At least two (2) years experience working in climate change or related environmental/development issues.

2. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

3. REPORTING RESPONSIBILITY:

The Climate Change Adaptation Officer II will report to the Climate Change Adaptation Officer I

4. SALARY:

Government of Belize pay scale 16 of \$31,529 x 1369 – \$57,540 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