



## CIRCULAR MEMORANDUM NO. 64 OF 2025

**MY REF:** STAFF/GEN/11/04/25 (8) Vol. I

**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 – ONE (1) POST OF POLICY OFFICER, AND ONE (1) POST OF DATA ANALYST – MINISTRY OF CONSTITUTION AND RELIGIOUS AFFAIRS, INDIGENOUS AFFAIRS, AND TRANSPORTATION**

**DATE:** 6<sup>th</sup> October 2025

Applications are invited from suitably qualified applicants to fill one (1) post of **Policy Officer**, and one (1) post of **Data Analyst**, Ministry of Constitution and Religious Affairs, Indigenous Affairs and Transportation, across the Belize Public Service and wider public.

### **Policy Officer**

#### **BASIC PURPOSE OF POSITION:**

Responsible for assisting in designing, implementing, and revising policies, programs and procedures that guides the administration and functions of the Ministry of Constitution and Religious Affairs, Indigenous Affairs and Transportation to enhance its strategic planning, policy and research capabilities and improves quality management information for policy development and evidence based organizational decision-making.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **DEVELOPS**, implements, and monitors strategic plans, programs, policies, processes, systems and procedures within the Ministry of Constitution and Religious Affairs, Indigenous Affairs and Transportation to achieve organization goals, objectives, and work standards.
2. **UPDATES** strategic planning and training policies and communicate changes across the ministry as appropriate, ensuring appropriate training needs are identified for staff and procedures and policies are documented on a regular basis.
3. **ASSISTS** in developing organization's cost strategic plan and implementation of guidelines and ensures that copies are disseminated to all stakeholders.
4. **CONDUCTS** research and analysis for the formulation of regulations, policies, strategic and action plans to guide the operations of the Ministry; contributes to the

drafting and amendment of legal instruments and directs the implementation of approved regulations and policies.

5. **ADVISES** management and staff on policies and implications of strategic planning and training issues and the strategic implications of the development of such guidelines, offering technical and meaningful advice to affect change.
6. **MONITORS** services offered by the Ministry to ensure that all services maintain a customer focus approach and achievement of ministry plans and objectives being compliant with laws governing the land use and management.
7. **ACCESSES** the technical skills and knowledge required for informed decision making and technical requirements of the Ministry ensuring to make professional contributions and possessing a broad industry view of new trends and techniques.
8. **PRODUCES** reports, consultation documents, ministry papers and other document that relates to policy, planning and research development and changes.
9. **ESTABLISHES** and maintains strategic partnerships with relevant national and international stakeholders and represents the Ministry Department at the technical meetings, forums and stakeholder consultations and provides feedback on a regular basis.

## **REQUIREMENTS:**

Applicants for the position of Director must Possess:

Minimum Qualification — Academic/Training:

Bachelor's Degree: Public Policy, Public Sector Management, Business Administration

Application Package should contain:

- Letter of application
- Police Record
- Copy of valid Social Security Card
- Resume
- Two (2) Letter of Recommendation
- Degrees or Certificates

## **Years of Experience in Related Field:**

- 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 programs.
- At least three (3) years' post-degree work experience in policy development or any equivalent combination of project planning and evaluation that provides the required knowledge.
- Must possess above average written and oral communication skills required for interacting with clients.

## **REPORTING RESPONSIBILITY:**

Director of Policy, Planning and Research

## **SALARY:**

PayScale 16: \$30,171.00 x 1,310 - \$55,061.00 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.jobs.publicservice.gov.bz/> no later than **31<sup>st</sup> October 2025**.

## **Data Analyst**

### **BASIC PURPOSE OF POSITION:**

Responsible for collecting, organizing, interpreting, summarizing and presenting numerical data with detailed analytical reports to provide usable information which can identify patterns and trends on utilities and fuel consumption, acquisition and disposal of vehicles and other fixed assets etc. to aid in decision making, strategic planning and the development regulations and policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **PROVIDES** support to the Unit by performing analysis of data used in evaluating the effectiveness of current regulations, policies, practices, and technologies by developing reports to aid in decision making, strategic planning and the development of standards, regulations, policies, and procedures.
2. **UTILIZES** information obtained from baselines or historical data to structure uncompromised and efficient analyses to accurately measure fuel and utilities consumption, the effectiveness of cost saving measures and other relevant information including level of compliance with established systems and regulations.
3. **COLLABORATES** with government Ministries and line agencies to coordinate data collection methods with regards to management and disposal of serviceable and unserviceable vehicle and other fixed assets, rental of office space etc.; develops and implements appropriate methods for finding or collecting relevant data and establishes effective information sharing relationships.
4. **MANAGES** the established database, organizes, and creates catalogues for all data collected and utilizes other strategies that optimizes statistical efficiency and (Data quality to ensure the security, accuracy, reliability and validity of the data.
5. **ANALYSES** and interprets data using statistical techniques and produces reports including graphs, charts, tables etc. which supports results/conclusions and makes presentations to senior management, partners, and stakeholders, as required.
6. **IDENTIFIES** relationships, trends or patterns in data sets and assist in identifying issues, problems and root causes that will aid in developing complete, validated solutions to issues affecting fixed assets, inventory management and fuel and utility consumption.
7. **DESIGNS** customer satisfaction surveys, experiments, or opinion polls to collect relevant data, reporting format, develops questionnaire techniques according to survey design, determine the types and sizes of sample groups to be used and effective means of ensuring desired level of participation and response.

8. **MAINTAINS** System/database for accurate management of motor vehicle licensing and Insurance and tracking of motor vehicles and other fixed asset depreciation and amortisation to ensure accurate calculation and appropriate pricing of assets being sold serviceable, unserviceable, and confiscated stores, disposal of assets, losses resulting from accidents, thefts and shortages, confiscated vehicles.
9. **ASSESES** the statistical methods and procedures used to obtain data, evaluates information collected and the sources and determines any limitations in terms of accuracy, validity reliability or applicability to ensure the integrity of statistical data produced.
10. **PREPARES** data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data; examines theories, such as those of probability and inference to discover mathematical bases for new or improved methods of obtaining and evaluating numerical data.
11. **COORDINATES** with the software development expert to develop the most accurate and efficient statistical computer software programme for processing data required for statistical modelling and graphic analysis.
12. **PROVIDES** instructions for all personnel in the collecting, arranging, and reporting data to ensure information being collected is relevant.
13. **UNDERTAKES** courses to keep up to date with new technology, trends, and computer solutions.

## **REQUIREMENTS:**

Applicants for the position of Director must Possess:

Minimum Qualification — Academic/Training:

Bachelor's Degree: Data/Business Analytics, Mathematic, Economics or related field.

Application Package should contain:

- Letter of application
- Police Record
- Copy of valid Social Security Card
- Resume
- Two (2) Letter of Recommendation
- Degrees or Certificates

## **Years of Experience in Related Field:**

- Extensive knowledge of software development cycle, database architecture and design. Possesses the ability to interpret written requirements and technical specification documents. Must have the ability to code software according to published standards and designs guidelines. Knowledgeable in various programming languages, platforms and development environments and have comprehensive knowledge of PH P, JAVA, and Apache.
- At least 3 years experiences' working with data including the collection, analysis, interpretation and presentation of quantitative information.

- Must possess strong advanced analytical capabilities and background in computer science and be able to work competently with these new capabilities.
- Must possess dynamic reporting, excellent oral, written and interpersonal communication skills with the ability to lead the reporting of complex analysis.

**REPORTING RESPONSIBILITY:**

Director of Policy, Planning and Research

**SALARY:**

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

*c: Chief Information Officer, CITO*  
*President, PSU*  
*President, Association of Public Service Senior Managers*  
*GEN/4/01/01*