



## CIRCULAR MEMORANDUM NO. 63 OF 2025

**MY REF:** STAFF/GEN/11/04/25 (7) 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 DIRECTOR – 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 **Director**, Ministry of Constitution and Religious Affairs, Indigenous Affairs and Transportation, across the Belize Public Service and wider public.

### **Director of Constitution and Religious Affairs**

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

To provide strategic leadership and oversight to the Office of Constitutional and Religious Affairs by coordinating Belize's constitutional reform agenda and strengthening interfaith collaboration. The Director is responsible for aligning national governance reforms with stakeholder participation, religious engagement, and inclusive development priorities.

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

1. **Provide** strategic leadership and management oversight of the Office of Constitutional and Religious Affairs, including operational planning, human resource management, budgeting, performance monitoring, and execution of work plans and deliverables.
2. **Lead** the coordination, design, and implementation of constitutional reform processes, ensuring alignment with the recommendations of the People's Constitution Commission (PCC) as accepted and approved by Cabinet and in accordance with national development goals.
3. **Serve** as principal advisor to the Ministry on matters related to constitutional reform and religious affairs, offering high-level technical and strategic input to support inclusive governance and social cohesion.
4. **Facilitate** inclusive stakeholder consultation and engagement processes across both constitutional and religious portfolios, ensuring participation from civil society, academia, faith-based organizations, Indigenous communities, the private sector, vulnerable populations, and the wider public.

5. **Promote** national public education, civic awareness, and constitutional literacy campaigns, alongside communication strategies that foster religious tolerance, interfaith dialogue, and respect for diversity.
6. **Coordinate** and implement capacity-building programs faith-based organizations to enhance their role in social development, community resilience, and peaceful coexistence.
7. **Support** the Office of the Legal Counsel and Office of Policy in assessing legal and public policy implications arising from constitutional reform or religious affairs.
8. **Foster** strategic partnerships and collaboration with local, regional, and international institutions to support institutional capacity-building, constitutional modernization, and interfaith cooperation.
9. **Coordinate** inter-agency and cross-sectoral initiatives involving education, youth development, health, Indigenous rights, and social services to strengthen integrated policy outcomes.
10. **Represent** the Office of Constitutional and Religious Affairs in local, regional, and international forums on governance, constitutional reform, democratic development, religious affairs, and interfaith engagement.
11. **Prepare** high-quality technical reports, Cabinet submissions, policy briefs, and strategic advice to guide senior decision-making processes within the Ministry.
12. **Ensure** that the Office maintains its distinct operational focus, complementing but not duplicating the mandates of legal, legislative, or policy-making bodies, while promoting values of inclusivity, democracy, and mutual respect.

## **REQUIREMENTS:**

Applicants for the position of Director must Possess:

Minimum Qualification — Academic/Training:

Master's Degree: Public Policy, Public Sector Management, Law, Political Science, Constitutional Law: Governance or related discipline.

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:**

- Minimum of five (5) years' experience in governance, legal reform, or public administration.
- Strong analytical, leadership, and coordination skills.
- Proven track record in managing reform processes and stakeholder engagement.
- Excellent communication and report-writing skills.

Years of Experience in Supervisory/Management Level (if applicable): 5+ years of Experience in Related Field: 7+ years Reporting/Supervisory Responsibility:

**REPORTING RESPONSIBILITY:**

Chief Executive Officer

**SALARY:**

PayScale 24: \$42,000.00 x 1,644 - \$73,236.00 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**.



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

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