



CIRCULAR MEMORANDUM

NO. 72 OF 2025

MY REF: STAFF/GEN/2/10/25 (66) Vol. X

FROM: Chief Executive Officer, Ministry of the Public Service 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 CONTENT MANAGEMENT OFFICER – MINISTRY OF E-GOVERNANCE

DATE: 20th November 2025

Applications are invited from suitably qualified applicants to fill one (1) post of **Content Management Officer** within the Ministry of E-Governance.

Basic purpose of position:

Responsible for creating content strategies to highlight services content and overseeing the creation of multiple forms of content to enhance the department's credibility.

Essential Duties and Responsibilities:

1. **Working** with Content and Script writing, Graphic design, Web development, and Social media teams to plan, create, press releases and distribute content.
2. **Proofreading** and editing submissions according to brand guidelines.
3. **Implementing** Search Engine optimization best practices to ensure all content ranks well and demonstrates an understanding of its target audience.
4. **Developing** a comprehensive content strategy across multiple platforms, including the company website and social media channels.
5. **Reviewing** analytics and search performance reports to assess the success of content marketing initiatives.
6. **Assisting** with outreach and amplification initiatives to improve the website's search engine ranking scores.
7. **Performing** regular content audits to ensure content is accurate, optimized, updated, and relevant to the target audience.
8. **Creating** and maintaining a streamlined content calendar that keeps the whole team on track.
9. **Brainstorming** new content ideas alongside the larger creative and marketing team.
10. **Working** with third party entities such as UNICEF, UNDP, ICDF among others to align marketing content along as per brand guidelines.

Requirements:

Bachelor degree in Communications, Marketing, Graphic Design or related field with minimum of 2 years of experience.

OR

Associate degree in Communications, Marketing, Graphic Design with minimum of 5 years of experience.

Knowledge and Required Skills

1. Proficient in designing and content management software
2. Strong creative writing skills
3. Excellent interpersonal and communication skills
4. Good project and organization management

Reporting Responsibility

The Content Management Officer will report to the Digital Service Manager.

Salary

Government of Belize Pay Scale: 16 - \$31,529 x 1369 - \$57,540 per annum

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, qualifications, at least two references and a valid police report through the Job Search and Employment Application Website at <https://jobs.publicservice.gov.bz/> no later than **8th December 2025**.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

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