



CIRCULAR MEMORANDUM

NO. 71 OF 2025

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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 CHANGE MANAGEMENT OFFICER – MINISTRY OF E-GOVERNANCE

DATE: 20th November 2025

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

Basic purpose of position:

Assess and identify problems and opportunities within ministries to provide recommendations for business processes optimization, organizational change, and structure to increase business efficiency and service delivery.

Essential Duties and Responsibilities:

1. **Collaborating** with management to gather and analyze operational information.
2. **Preparing** change management strategies to reduce expenses, increase revenue, and maximize efficiency.
3. **Evaluating** cost structures and budgetary impact of the proposed changes.
4. **Consulting** with staff members and identifying and managing anticipated resistance.
5. **Creating** communication and training plans to enable smooth implementation of the strategy.
6. **Tracking** implementation progress and reporting back to management.
7. **Coaching** managers and supervisors to improve implementation communication.
8. **Apply** a structured methodology and lead change management activities.
9. **Assist** Ministries to apply change management processes and tools to create a strategy to support the adoption of the changes required by a project or initiative including organizational restructuring.
10. **Consult** and coach project teams

11. **Create** actionable deliverables for the five change management levers: *communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan*
12. **Support** organizational design and definition of roles and responsibilities
13. **Coordinate** efforts with other specialists
14. **Integrate** change management activities into a project plan
15. **Define** and measure success metrics and monitor change progress
16. **Support** change management at the organizational level
17. Any other relevant duties that may be assigned.

Requirements:

Bachelor's degree in Business Administration, Human Resources or a related field.

At least five (5) years of professional experience in related discipline or a similar capacity.

Knowledge and Required Skills

1. Must possess knowledge of, and experience in, change management principles and methodology.
2. Proven ability in defining the agency's organizational direction to support sectoral digital transformation,
3. Superior research and analytical skills to develop solutions.
4. Strong business knowledge, understanding of a variety of digital business practices, and familiarity with the GOB digitalization agenda.
5. Must possess an inquisitive and creative mind.
6. Analytical Skills
7. Communication
8. Decision-Making
9. Collaboration
10. Influencing
11. Time management
12. Leadership and management
13. Must be independent and self-directed but able to work and lead a team of creative individuals.
14. Must be able to collaborate with other GOB entities.
15. Must have excellent interpersonal skills and the ability to persuasively sell ideas.
16. Excellent written, oral, and interpersonal communication skills.
17. Highly self-motivated, self-directed, and attentive to detail.
18. Ability to effectively prioritize and execute tasks in a high-pressure environment.
19. Ability to work in a team-driven environment
20. Achieving Results: demonstrating collaboration, impact & influence, organizational awareness, the ability to plan, coordinate & execute work, and providing quality stakeholder-centered care that requires getting the job done;
21. Thinking Critically: demonstrating behaviors that are associated with the critical analysis required to proactively address business and organizational issues in the future;

Reporting Responsibility

The Change Management Officer will report to the Change Management Manager.

Salary

Government of Belize Pay Scale: 21 - \$39,821 x 1718 - \$72,463 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