



**ADDENDUM TO
CIRCULAR MEMORANDUM
NO. 18 OF 2026**

MY REF: STAFF/GEN/3/03/26 (05) Vol. II

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 – CHIEF, HUMAN RESOURCES OFFICER, MINISTRY OF THE PUBLIC SERVICE AND DISASTER RISK MANAGEMENT

DATE: 21st April 2026

Further to Circular Memorandum No. 18 of 2026 dated 17th March 2026 from the Chief Executive Officer, Ministry of the Public Service and Disaster Risk Management.

This serves to inform that the deadline for applications for the position of Chief, Human Resources Officer, Ministry of the Public Service and Disaster Risk has been extended to 12th May 2026.

Applications are invited from suitably qualified persons to fill the vacant position of Chief, Human Resources Officer, Ministry of the Public Service and Disaster Risk Management.

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 12th May 2026.

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

att: Circular Memorandum No. 18 of 2026

*c: Chief Information Officer, Central Information Technology Office
President, Public Service Union of Belize
President, Association of the Public Service Senior Managers*



CIRCULAR MEMORANDUM

NO. 18 OF 2026

MY REF: STAFF/GEN/3/03/26 (3) Vol. II

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 – CHIEF, HUMAN RESOURCES OFFICER, MINISTRY OF THE PUBLIC SERVICE AND DISASTER RISK MANAGEMENT

DATE: 17th March 2026

Applications are invited from suitably qualified persons to fill one (1) vacant position of Chief, Human Resources Officer within the Ministry of the Public Service and Disaster Risk Management.

1. Accountability Objective:

Responsible for planning, directing and overseeing all strategic Human Resource Management and Development functions for the Public Service, incorporating activities concerned with Human Resource Planning, Recruitment and Selection, Induction, Staff Training and Development, Compensation and Employee Benefits, modes of leaving the Public Service, Employee Assistance Programs, Employee and Industrial Relations, Work Environment (Occupational Health and Safety), Performance Management, Employee Records, and Human Resource Budgeting.

2. Analysis of Position

I. Essential Duties and Responsibility:

- 1. FORMULATES**, monitors, and evaluates human resource policies, procedures and practices and recommends changes to strengthen human resource management (HRM) in the public service, inclusive of management development and succession planning, while ensuring adherence to relevant regulations and laws.
- 2. ASSISTS** Chief Executive Officer in the process of defining and implementing Human Resource Management policies for the Public Service in the context of the Ministry's constitutional responsibility for the management of the Public Service.
- 3. ACTS** as a strategic partner to the Chief Executive Officer and senior management in advising on matters related to human resources management, risk management and change management.
- 4. LEADS** and champions organizational change initiatives from planning through implementation, ensuring alignment with public service policies and objectives.

5. **OVERSEES** the management of Secretariat providing support for the Services Commissions in their exercise of the powers of appointment, confirmation of appointments, promotions, transfers, discipline, and voluntary and involuntary separations in the Public Service, conferred by the Belize Constitution.
6. **MAINTAINS** true and accurate minutes of all meetings of each Services Commission in the capacity of Secretary to the Services Commissions.
7. **OVERSEES** the formulation, implementation and management of a comprehensive training and development program for the Public Service, to increase employee efficiency and effectiveness in the delivery of services.
8. **OVERSEES** the delivery of human resource management advice to ministries, on issues of recruitment, selection, promotion, transfer, training and development, discipline, and voluntary and involuntary separations in the Public Service.
9. **OVERSEES** the establishment and maintenance of a fully functioning computerised Human Resource Management Information System along with other general personnel records in support of the HRM functions; oversees the analysis of such information for informed planning and decision-making.
10. **PROVIDES** oversight for the development and implementation of the customer service policy and quality assurance programme for the Public Service, including the expansion and enhancement of existing programmes.
11. **CONFERS** with the Director of Job Classification and Compensation to develop updated job specifications and descriptions that reflect advancements in technology, artificial intelligence, and evolving job demands, ensuring that officers clearly understand their duties and responsibilities, continuously enhance their skills, and contribute effectively to the overall efficiency and modernization of the Public Service.
12. **CONFERS** with the Director of the Employee Assistance Program to ensure that established policies and services are effectively implemented, widely communicated, and easily accessible to employees and human resource managers, enabling personal issues that may negatively affect productivity and performance, to be addressed promptly and effectively.
13. **APPROVES** and confirms the final shortlist of job candidates and serves on interview panels for critical or high-impact positions, as required.
14. **REVIEWS** the overall effectiveness of the performance appraisal system within the Public Service, recommends changes where necessary, and ensures the provision of ongoing training to support its proper and consistent application.
15. **SETS** major job objectives for direct reports and appraises performance against same; develops and implements a performance improvement plan for each direct report.
16. **PREPARES** Annual Report of the HRM functions of the Ministry, including, recruitment and hiring, compensation and benefits, performance management, training and development, employee demographics, attendance and absents, talent and turnover, workforce & productivity, to name a few.
17. **LIAISES** with relevant personnel across ministries and with regional and international institutions on matters relating to human resource management programmes, issues, and developments.
18. **UNDERTAKES** the functions of the Chief Executive Officer when the incumbent is on leave or absent.

II. **Requirements:**

a. **Qualifications/Experience:**

Master's Degree in Human Resource Management, Business Administration or similar discipline. Professional certifications such as the SHRM Senior Certified Professional (SHRM-SCP) or Senior Professional in Human Resources (SPHR) would be an asset.

PLUS

Experience in supervising and managing professional staff and serving as a trusted member of a senior-level management team.

PLUS

Minimum of 12 (twelve) years of progressive experience in the field of human resource management or a related field in an established organization. Proven leadership experience in multiple HR specialisms, such as talent acquisition, human resource management information systems, employee relations, training and development, customer service and quality assurance, and compliance with labor laws and regulations. Proven proficiency in manipulating word-processing, spreadsheets, and presentation software. Specialized training in Human Resource Management, Public Administration, Administrative and Constitutional Law, thorough knowledge of the Belize Public Service Regulation and related labour legislation. Excellent oral and written communication skills, with proven ability in networking and managing employee-employer relations.

b. **Skills Knowledge and Required Skills:**

Superior Technical Writing Skills. Knowledge of computer applications with specific reference to word-processing, spreadsheet, and presentation applications.

3. **Reporting Responsibility:**

The Chief, Human Resources Officer, will report to the Chief Executive Officer.

4. **Accountable for:**

Direct Reports:

Director Human Resource Management (1), Director Training and Development (1), Director Customer Service and Quality Assurance (1), Director of Human Resource Management Information System (1).

Indirect Reports:

Administrative Assistants – Records Management, Belize Public Service (2)
Administrative Officers – Wider Public Service

Administrative Officers - AO Pool (8), Administrative Officer – MPS Headquarters (1), Executive Assistant – Public Service Commission (1), Senior Secretaries – Services Commissions (2).

Senior Training Officer (2), Training Officer (1)
Customer Service Quality Officer III (1), Customer Service Quality Assistant I (1), Customer Service Quality Assistant II (1)

Human Resource Data Supervisor (1), HRMIS Data Analyst (1), Business Support Officer (1), Database Administrator II (1), Information Technology Technician II (1), Second Class Clerk (2).

5. Condition of Service

You will be subject to Belize Constitution (Public Service) Regulations (BCPSR), 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

6. Salary

Government Pay scale 26 of \$52,389 x \$1,718 — \$85,031 per annum.

Interested persons who consider that they have met the qualifications stated and have the aptitude for post of this nature are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Tuesday, 31st March 2026.**



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

*c: Chief Information Officer, Central Information Technology Office
President, Public Service Union of Belize
President, Association of Public Service Senior Managers*