



CIRCULAR MEMORANDUM NO. 25 OF 2026

MY REF: STAFF/GEN/2/10/26 (7) Vol. XI

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 DEPUTY SUPERVISOR OF INSURANCE AND PENSION, OFFICE OF THE SUPERVISOR OF INSURANCE AND PRIVATE PENSIONS (OSIPP), MINISTRY OF FINANCE

DATE: 21st April 2026

Applications are invited from suitably qualified applicants to fill one (1) post of **Deputy Supervisor of Insurance and Pension**, Office of the Supervisor of Insurance and Private Pensions (OSIPP), Ministry of Finance from across the country of Belize.

BASIC PURPOSE OF POSITION:

Provides support to the Supervisor of Insurance and Pensions in administering the Insurance Act, the Private Pensions Act, and all other relevant legislation governing the insurance and private pensions sectors, ensuring that the office operates effectively, remains compliant with legal requirements, and safeguards the interests of policyholders and pension beneficiaries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. SUPPORTS the development and implementation of insurance and pensions policies and procedures by enforcing regulatory guidelines, assisting with the interpretation of legislation, and providing technical guidance to the Supervisor and relevant stakeholders.
2. CONDUCTS risk assessments and analysis reports, produced by the Office of the Supervisor of Insurance and Pensions and identifies emerging risks within the sector and recommends corrective actions where necessary.
3. MONITORS revenue collection within the Office of the Supervisor of Insurance and Pensions, oversees expenditures, and evaluates the resources needed to implement work plans, inspections, and other programs.
4. PROMOTES consumer education and outreach activities within the Office of the Supervisor of Insurance and Pensions by liaising with insurance companies, pension administrators, and other private and public stakeholders.
5. EVALUATES technical reports and recommendations based on analyses of data from within the Insurance and Pension industry, as well as local and international insurance markets, to inform the development of appropriate solutions and regulations.

6. CONTRIBUTES toward the preparation of office's annual budget estimates of revenue and expenditure, for the provision of inputs on budgetary requirements to support the office's operations, in collaboration with the Supervisor.
7. REVIEWS complaints received from the general public and regulated entities, conducting necessary research or investigation with the aid of direct reports, before providing proposed solutions and seeking approval where required from the Supervisor.
8. ENSURES compliance with relevant laws, regulations, and ethical standards, while fostering a culture of integrity within the insurance and pension industry, and advises the Supervisor of Insurance and Pensions on critical operational issues to support the development and implementation of necessary corrective plans.
9. REVIEWS reports prepared in response to requests from internal and external stakeholder, regulatory bodies, government agencies and departments and submits findings to the Supervisor of Insurance.
10. SUPPORTS the monitoring of industry trends and the competitive landscape, helping to refine strategies to capture emerging opportunities and respond effectively to challenges.
11. ESTABLISHES key performance objectives for direct reports and evaluates their performance against these objectives through the timely completion of appraisals based on each officer's incremental date; develops and implements performance improvement plans for direct reports as needed.
12. SERVES as an alternate representative for the Supervisor of Insurance and Pensions in committee meetings, contributing to preparations for the country assessment.
13. DEPUTIZES for the Supervisor of Insurance and Pension in the absence of the incumbent.

QUALIFICATIONS:

Must be in possession of a recognized Master's Degree in Economics, Finance, Business Administration, Management or related field.

At least five (5) years' supervisory experience.

A minimum of five (5) years' experience in pensions, insurance, risk management, financial regulation, or a related field. Experience in Anti-Money Laundering (AML), Countering the Financing of Terrorism (CFT), and Countering Proliferation Financing (CPF) will be considered an asset.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong knowledge of insurance and pension laws, compliance standards and risk management practices. Knowledgeable of Insurance Core Principles and Financial Crime Prevention Standards, and other relevant standards and methodologies. Must have strong analytical skills and be able to prepare clear and concise reports and be willing to learn new supervisory techniques. Proficient in Microsoft Office Suit. Bilingualism – English and Spanish Languages - is considered an asset. Must be knowledgeable of IAIS Insurance Core Principles and FATF Standards and Methodology

REPORTING RESPONSIBILITY:

The Deputy Supervisor of Insurance and Pensions will report to the Supervisor of Insurance and Pensions

The Deputy Supervisor of Insurance and Pensions will be responsible to supervise the Office of the Supervisor of Insurance and Private Pension Unit.

WORKING CONDITIONS:

1. May travel outside of the station as required.
2. May sometimes be require travel overseas/ abroad.
3. May require training where attendance may be outside of normal working hours.
4. Extra working hours may be required outside normal working hours and days.

CONDITIONS OF SERVICE:

The Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Store Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

AGE LIMIT:

30 to 50 years

SALARY:

Government of Belize pay scale 24 of \$43,890 x 1718 - \$76,532 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 May 2026.**



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

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