



CIRCULAR MEMORANDUM NO. 1 OF 2026

MY REF: CS/CIR/7/2026 (19)
FROM: Cabinet Secretary, Office of the Prime Minister
TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – INFORMATION OFFICER (OPEN-VOTE),
GOVERNMENT PRESS OFFICE – OFFICE OF THE PRIME MINISTER

DATE: 5th May, 2026

Applications are invited from suitably qualified applicants to **temporarily** fill the post of Information Officer, Government Press Office, Office of the Prime Minister, for a period of two (2) years five (5) months.

A. Basic Purpose of Position:

The Government Press Office is the main source of information on Government of Belize (GOB) policies, activities and positions on national and international issues. As a result, the Press Office uses best efforts to attend most government events to provide photographic, video and audio coverage which is then disseminated to the media and used in the Government Press Office's productions.

The Government Press Office is called on to assist in planning and in providing coverage in the event of state and official visits, and acts as a liaison with the media during these visits and at formal local events hosted by Ministries and Departments of government. Additionally, the Press Office may arrange press tours to specific locations for in-depth views of development projects or visits to other sites where activities are of national importance. The Information Unit acts as a liaison with leading Belizean personalities, spokespeople, lawmakers, officials and academics.

B. Analysis of Position:

1. Essential Duties and Responsibilities:

Under the supervision of the Director, Government Press Office:

- a. Prepares, receives and distributes high quality media (electronic and in print) information including:
 - press releases and communiqués
 - radio and television documentaries
 - information and public service announcements
 - schedules and notifications of press conferences
- b. Provides clarification to public opinion (media houses) on GOB policies, programmes and projects.
- c. Reviews media content and advises on necessary follow-up and action.

- d. Liaises frequently with ministries and respective departments.
- e. Coverage of GOB events or other events as may be assigned (i.e. photos, conducting interviews) and preparation of package for distribution, including preparation of a press release, where necessary.
- f. Prepares stories/editorials/packages on assigned events.
- g. Be one of the first points-of-contact for all enquiries into the department to:
 - o respond to promotional literature requests
 - o answer and manage media (and other) enquiries
 - o provide cover and information in the absence of other team members
- h. Completes regular checks of website to ensure that GOB information is updated.
- i. Maintains and creates content for social media accounts (i.e. Facebook, Instagram, YouTube, Twitter, TikTok).
- j. Prepares and maintains weekly schedule of assignments and ensures that it is updated daily.
- k. Ensures that the media contacts database is accurate and updated.
- l. Any other duties that may be assigned from time to time.

2. Qualifications Required:

Associate degree in English and/or Communication

3. Competencies/Skills:

Technical:

- Excellent written and verbal skills
- Bilingual (English/Spanish) would be an asset
- Demonstrates creativity
- Computer literate with experience of working with Microsoft Office packages
- Competence in creating graphics (Canva)
- Working knowledge of social media

Behavioural:

- Able to communicate effectively and confidently
- Self-motivated and able to work under own initiative
- Good practical and organisational skills with the ability to effectively plan and prioritise a complex and competing workload under pressure and to work within tight deadlines
- Ability to create and maintain excellent working relationships
- Ability to work well as part of a team as well as independently

C. Reporting Responsibility:

The Information Officer reports to the Director, Government Press Office

D. Supervisory Responsibility:

No supervisory responsibility

E. Conditions of Service:

Government Workers Regulations and any other instructions issued from time to time.

F. Salary:

Government of Belize Pay Scale 14 of \$28,637 x 1,188 - \$51,209 per annum.

G. Special Work Conditions (physical demands, job hazards, pressures):

Flexibility to work beyond 8:00 a.m. – 5:00 p.m. and also on weekend assignments where required.

Interested persons in possession of the required qualification and experience who have the aptitude for the post are to submit a 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 22nd May 2026.



H.E. STUART LESLIE
CABINET SECRETARY/CHIEF OF STAFF

c: Chief Information Officer, CITO