



CIRCULAR MEMORANDUM

NO. 34 OF 2026

MY REF: STAFF/GEN/10/04/26 (39) 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 Head of Department

SUBJECT: VACANCY NOTICE - ONE (1) VACANT POST OF PRINCIPAL EDUCATION OFFICER (TERTIARY EDUCATION UNIT UNIT), MINISTRY OF EDUCATION, CULTURE, SCIENCE AND TECHNOLOGY

DATE: May 6th, 2026

Applications are invited from suitably qualified candidates to fill one (1) post of Principal Education Officer (Tertiary Education Unit), Ministry of Education, Culture, Science and Technology, across the Belize Public Service.

BASIC PURPOSE OF POSITION:

The Principal Education Officer assigned to the Tertiary Education Unit is responsible for providing strategic leadership, policy direction, and regulatory oversight for the development and management of the tertiary education sector in Belize. The incumbent leads the planning, coordination, implementation, and monitoring of tertiary education policies, frameworks, and standards to ensure quality, relevance, accountability, and equitable access across public and private institutions.

The Principal Education Officer represents the Ministry on the National Accreditation Council and assists in overseeing quality assurance, accreditation, and compliance processes for tertiary institutions and programmes to ensure alignment with national education priorities and labour market needs. The role includes coordination with key stakeholders, regulatory bodies, and development partners to strengthen governance and system coherence within the sector.

NATURE AND SCOPE:

The Principal Education Officer assigned to the Tertiary Education Unit is responsible for the coordination, administration, and continuous improvement of processes that support quality assurance, institutional regulation, and system performance across public and private tertiary education institutions. In fulfilling this role, the Principal Education Officer provides technical guidance and advisory support to tertiary institutions to strengthen academic delivery, governance arrangements, and internal quality assurance mechanisms.

The Principal Education Officer maintains regular working relationships with tertiary institutions, statutory bodies, professional councils, and relevant public sector agencies to facilitate information sharing, coordination, and effective implementation of regulatory and quality assurance processes. The role also supports inter-agency and development partner initiatives related to tertiary education, including project coordination, reporting, and monitoring of agreed outputs.

The Principal Education Officer supports the management of the day-to-day operations of the Unit, supervises staff, and oversees their development in all the relevant specialist areas. The incumbent communicates effectively with senior and junior personnel within the Ministry, tertiary institutions, regulatory bodies, and external stakeholders to foster collaboration and support for the development of the tertiary education sector.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE (These statements identify specific activities necessary to attain the overall objectives while not precluding the position holder from carrying out other related duties that may be inherent in the position)

1. **PROVIDES** the vision and direction for educational programs in the Unit to ensure alignment with national educational policies. This includes developing and managing the implementation short, medium and long-term strategies and action plans.
2. **DIRECTS** the implementation of quality assurance and compliance processes for tertiary institutions to guide, support, and evaluate institutional performance and improvements.
3. **OVERSEES** all staff and programmatic initiatives within the Unit to ensure that policies, standards, and institutional support services are implemented effectively. This involves coordinating between office staff and tertiary stakeholders to ensure consistency and quality of service.
4. **EXECUTES** national tertiary education policies, regulations, and quality assurance frameworks and support tertiary institutions to operate in accordance with established standards and best practices.
5. **ENGAGES** with tertiary institutions, statutory bodies, professional councils, and relevant development partners to foster collaboration, information sharing, and stakeholder support for tertiary education initiatives.
6. **FACILITATES** the professional development of Unit staff, ensuring targeted and ongoing training and capacity building to enhance skills in quality assurance, policy implementation, and institutional support.
7. **PLANS** and manages the annual budget and resources of the Unit effectively to ensure that tertiary education programs are adequately funded and that human and technical resources are allocated to meet operational priorities.
8. **CONDUCTS** administrative and operational functions necessary for the day-to-day management of the Unit, in support of established policies, procedures, and strategic objectives.
9. **MONITORS** the effectiveness of tertiary education programs and institutional performance through data collection, analysis, and evaluation, assessing impact and recommending improvements to strengthen quality and relevance.
10. **REPRESENTS** the Ministry of Education on various committees and boards, attends professional events, and maintains linkages with relevant agencies on tertiary education matters to support effective and efficient networking and information flow.

PERSONNEL SUPERVISED BY THIS POSITION:

DIRECTLY

Program Officers
Accreditation Officers
Education Officers
Clerk
Driver

INDIRECTLY

Chairperson (NAC)
Executive Director (NAC)
Members of the Board of Directors (NAC)
Tertiary Institution Administrators

PRINCIPAL EXTERNAL RELATIONSHIPS: (The incumbent relates to the following external agencies/ functionaries in pursuing accountability objectives)

- The National Accreditation Council and other Tertiary Education Stakeholders
- Government Ministries/ Agencies
- Private/Public Sectors Organizations Non-Governmental Organizations
- Regional/National/International Organizations

QUALIFICATIONS, KNOWELDGE AND EXPERIENCE

A. Education & Experience

- Recognized master's degree in education leadership, education administration, higher education or other related discipline; a strong background in policy, regulation, or quality assurance within education is highly desirable.
- Minimum of five (5) years working in a senior leadership role, preferably within tertiary or higher education. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

B. CONDITIONS OF SERVICE

As outlined in the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act, and any other instructions which may be issued from time to time.

C. REPORTING RESPONSIBILITY

- First Reporting officer: Deputy Chief Education Officer
- Second Reporting Officer; Chief Education Officer

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.

SALARY:

Government of Belize Pay Scale 24 of \$43,890 x 1,718- \$76,532.00 per annum.

Knowledge & Skills

- Has a comprehensive knowledge of the tertiary education sector, including policy, governance, quality assurance, and institutional management.
- Has sound knowledge of quality assurance, accreditation, and regulatory processes in tertiary education.
- Utilizes strong and effective interpersonal and networking relationships
- Has excellent oral and written communication skills, including policy briefings, reports, presentations, and stakeholder engagement.
- Listens attentively and is responsive to intended details and sector needs.
- Works well independently and collaboratively as part of a team.
- Works under pressure and manage multiple priorities, meeting deadlines and balancing competing demands.
- Takes initiative, is a reflective thinker and responsive to the needs of stakeholders.
- Possesses organizational leadership and problem-solving skills.
- Demonstrates excellent critical thinking, analytical and research skills, to evaluate data, inform policy, and guide decision-making.

- Is insightful, resourceful, proactive and consistently seeking opportunities to strengthen tertiary education quality, governance, and stakeholder engagement.

Key Competence & Attitudes

- Strategic Planning: Ability to develop, implement, and monitor short-, medium-, and long-term strategies for tertiary education programs, policies, and system development.
- Data Analysis: Proficiency in analyzing institutional/sectoral data to inform policy and operational decision-making.
- Stakeholder Engagement: Ability to build and maintain collaborative relationships with tertiary institutions, regulatory bodies, professional councils, development partners, and other key stakeholders.
- Financial Management: Skills in budgeting and resource allocation to support tertiary education programs and Unit operations effectively.
- Regulatory Knowledge: Sound understanding of tertiary education laws, regulations, quality assurance frameworks, and accreditation standards.
- Conflict Resolution: Ability to address and mediate conflicts effectively.
- Cultural Competence: Sensitivity and responsiveness to diverse cultural, social, and educational contexts within the tertiary education sector.
- Integrity: Upholds high ethical standards, transparency, and accountability in decision-making and actions.
- Accountability: Takes responsibility for reporting, actions and program outcomes.
- Adaptability: Responds effectively to changing educational trends, policies, institutional needs, and sectoral challenges.
- Innovation: Embraces and promotes new ideas, technologies, and approaches to enhance tertiary education quality and effectiveness.
- Visionary Thinking: Anticipates future sectoral needs, identifies challenges, and takes initiative to propose and implement solutions.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package as a scanned *pdf* via the Job Seek portal along with their cover letter, qualifications, at least two references and a valid police report (i.e. *proof of payment receipt is also acceptable*) through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly to the Chief Executive Officer, Ministry of Public Service, and Disaster Risk Management no later than (May 25th, 2026).



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

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