



# CIRCULAR MEMORANDUM NO. 52 OF 2026

**MY REF:** STAFF/GEN/3/01/26 (30) Vol. VII

**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 – SENIOR TRAINING AND DEVELOPMENT OFFICER**

**DATE:** 23<sup>rd</sup> June 2026

Applications are invited from suitably qualified persons to fill one (1) vacant position of Senior Training and Development Officer within the Ministry of the Public Service and Disaster Risk Management.

**1. Accountability Objective:**

Responsible for providing immediate advice and support for the coordination and direction of the Human Resource Training and Development functions within the Public Service, comprising activities concerned with Training Profiles and Skills Record, Training Needs Analysis, Conducting Induction Trainings, Programme Development and Delivery, Monitoring and Evaluation of Programmes, Processing Local and Foreign Training and Development Opportunities and assisting with the Unit's Budget Formulation.

**Analysis of Position**

**A. NATURE AND SCOPE:**

The Senior Training and Development Officer (In-Service and Professional Development Training) (STDO – I&PDT) is required to provide immediate support to the shaping and defining of Training and Development policies for the Belize Public Service, to ensure that it has the necessary human resource capacity to successfully achieve its goals and objectives.

The incumbent will assist in the management of all key functional activities in Training and Development from training needs analysis through to the placement of staff, as well as the monitoring and evaluation support functions to improve the organizational efficiencies and effectiveness. The Senior Training and Development Officer must ensure that all applicable regulations are effectively discharged, such as regulations governing study leave, training bonds, study leave commitments, increments for higher qualification, selection for training and implementation of programmes.

The Senior Training and Development Officer consults with the Director, Training and Development and collaborates with the Human Resource Department on the formulation and implementation of Training and Development policies and identifies Training and Development Consultants where necessary to develop specific systems to carry out relevant studies for the Unit.

The incumbent is expected to foster teamwork and display the communication skills required to interact with government agencies, training institutions, colleagues, and subordinates.

**B. Essential Duties and Responsibility:**

1. **ASSISTS** the Director, Training and Development in developing a comprehensive long-term training and development plan for public officers and implements same utilising as necessary both internal and external expertise and available training institutions; coordinates with the Heads of Departments/Units training needs analysis.
2. **COORDINATES** in-service certification training such as Induction, Clerical and Secretarial promotional Programmes as well as coordinates other approved training with technical and professional courses offered by local institutions.
3. **DELIVERS** lectures in area of expertise and liaises with other training personnel to obtain assistance with presentation of course material when required; implements training programmes, coordinating and scheduling activities to ensure availability of personnel and resource material.
4. **EVALUATES** training programmes upon completion and reports on problems identified during delivery; Conducts periodic follow-up visits with public officers and trainees to assess the practical application of training, monitor post-training performance, and ensure that learning objectives are successfully integrated into workplace practices.
5. **MANAGES** office support services including local purchases to guarantee that adequate prompt information, materials and tools etc. are always available in the right quantities and of an acceptable quality for the benefit of the Unit's operation and staff.
6. **OVERSEES** the provision of timely and accurate decision-support information and ensure controls of the database system, in collaboration with Director, Human Resource Management Information System.
7. **SUPPORTS** the Director, Training and Development with Unit's budget formulation and ensures that staff training and development activities are adequately funded.
8. **FOLLOWS UP** with Ministries on circular memoranda disseminated regarding local and international training opportunities to facilitate staff participation and maximize the Public Service's utilization of available training and development programmes.
9. **ASSISTS** with the processing and preparation of responses to requests for study leave, increments, higher qualifications, financial assistance, and other such training-related requests.
10. **PREPARES** and submits periodic reports to the Director, Training and Development, detailing activities, achievements, challenges, and recommendations to support informed decisionmaking and the attainment of programme objectives.
11. **SUPPORTS** the development of manuals, training modules and testing instruments, and devises appropriate evaluation techniques as required to determine effectiveness of training programmes.
12. **ASSISTS** occasionally with coordinating the activities of the Unit in the absence of the Director, Training and Development or the Senior Training and Development Officer (Manuals and Training Modules Development) ensuring continuity of operations.
13. **PERFORMS** other related duties and responsibilities as assigned from time to time in support of the effective operation of the Unit and the achievement of organizational objectives.

**C. Requirements:**

**a. Qualifications/Experience:**

- Bachelor's Degree in Business Education – Management, Business Administration, Business Management, Human Resource Management, Education of related field.

**b. Skills and Experience Required:**

**Skills**

Specialized training in Human Resource Development, Monitoring and Evaluation, and Data Gathering and Analysis; knowledge of Instructional Design Theory and Learning Principles. Proficiency in computer applications with specific reference to word-processing and dataprocessing software. Proficient knowledge of the Belize Public Service Regulations, policies and administrative procedures. Experience in formulating training budgets. Demonstrated experience in developing and managing training budgets, with strong interpersonal and teambuilding skills. Proven ability to foster collaborative working relationships across departments and effectively engage at all levels of the organization.

**Years of Experience in Related Field:**

At least five (5) years' experience in the field of Human Resource Management and Development within the Belize Public Service or in an established organization, or in the education sector. Experience in the use of conventional and emerging training methodology, tools and techniques.

**2. Reporting Responsibility:**

The Senior Training and Development Officer will report to the Director, Training and Development Unit.

**3. Salary**

Government Pay scale 18 of \$33,932 x 1,472 - \$61,900 per annum.

**4. Condition of Service**

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

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, 7th July 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