



# CIRCULAR MEMORANDUM NO. 70 OF 2021

**MY REF:** GEN/14/01/21 (111) Vol. XXVII

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform

**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 – ADMINISTRATIVE ASSISTANT (CADET)

**DATE:** 7<sup>th</sup> October, 2021

Applications are invited from suitably qualified applicants to fill five (5) posts of Administrative Assistant (Cadet) across the Belize Public Service.

**I. Basic Purpose of Position:**

To build capacity as Administrative Assistant (Cadet) to process human resources activities for a Ministry/Department throughout the public service.

**II. Analysis of Position:**

Essential Duties and Responsibilities

- i. Supervise Records Management Unit
- ii. Assist in the processing of all temporary employments
- iii. Assist in processing of confirmation of appointments
- iv. Assist in processing of Pension Benefits
- v. Assist in processing of leave (except Study Leave)
- vi. Assist in processing of resignations
- vii. Assist Administrative Officers with interviews
- viii. Assist in processing Over time for staff
- ix. Monitor Staff attendance
- x. Any other duties assigned from time to time

**III. Requirement:**

**i. Qualification:**

Bachelor's degree in a relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science or Public Policy.

**ii. Experience**

- a) Be a serving Second Class Clerk and Secretary III (who has served at least three (3) years in the post), First Class Clerk, Secretary II, Secretary I, Senior Secretary and Clerk I (Technical Grade).
- b) Have maintained an above average rating of 7.0 or above on the Performance Appraisal Report, for the past three years.

**IV. Knowledge and Competencies:**

- i. Knowledge of acts, regulations, policies and best practices related to Human Resource planning, staffing, classification, performance management, compensation, and labour management relations.
- ii. Ability to use office technology
- iii. Planning and organizing skill
- iv. Written communications
- v. Consulting skills
- vi. Counselling skills
- vii. Analytical thinking
- viii. Relationship/network building
- ix. Effective interpersonal communications
- x. Client service orientation
- xi. Effective teamwork and collaboration
- xii. Initiative

**V. Reporting Responsibility:**

The Administrative Assistant (Cadet) will report to the Administrative Officer of the Ministry.

**VI. Salary:**

Payscale 14 of \$24,663 x 1,023 - \$44,100 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 through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than **22<sup>nd</sup> October, 2021**.



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

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