



CIRCULAR MEMORANDUM NO. 78 OF 2021

MY REF: STAFF/GEN/14/04/21 (17)

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 – ASSISTANT DIRECTOR, NATIONALITY & PASSPORT DEPARTMENT, MINISTRY OF FOREIGN AFFAIRS, FOREIGN TRADE, AND IMMIGRATION

DATE: 27th October 2021

Applications are invited from suitably qualified persons to fill the post of **Assistant Director, Nationality and Passport Department**, Ministry of Foreign Affairs, Foreign Trade, and *Immigration*.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for providing technical and administrative support to the Director, Nationality and Passport in the management and administration of the Passport and Records Management functions of the Department, including overseeing the provision of passport and nationality services to the Diaspora (Missions and Embassies) to ensure the well-being of Belize Citizens both at home and abroad.

2. NATURE AND SCOPE:

The Assistant Director, Nationality and Passport is required to provide support to the Director, Nationality and Passport in the management and administration of the Nationality and Passport Department in accordance with the Belizean Nationality Act, Chapter 161 and the Passport Act, Chapter 164 of the Laws of Belize and their respective regulations. The incumbent advises and provides direct support to the Director in areas of policy formulation and implementation, drafting Standard Operating Procedures and monitoring their effectiveness, assisting in the development of the Department's Strategic Plans and making recommendations on issues currently affecting or likely to affect the Department.

The Assistant Director, Nationality and Passport manages the day-to-day operations of the Records Management and Passport Units, providing leadership and guidance to the respective Heads of Unit and staff. The incumbent also ensures the provision of passport and nationality services and related with respect to the Diaspora (Missions and Embassies) and ensures the provision of all nationality and passport services at each District Office. The incumbent liaises with the Senior Immigration and Immigration Officers In-Charge of a District Office and also conducts periodic visits to such offices and makes timely interventions to ensure that service delivery is at its optimal.

The incumbent supervises staff within the department and is expected to oversee their development in all the requisite specialist areas. In addition, the incumbent must demonstrate excellent interpersonal and organizational skills and display the communication

skills required to interact with senior and junior personnel within the Public Service as well as representatives of outside agencies, organizations and regional and international bodies.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. MANAGES** the daily operations of the Passport and Records Managements Units of the department; supervises Heads of Unit in of each section; guides and directs them as it relates to addressing matters such as public queries, public concerns and other issues with a view to having such issues resolved in a professional manner; conducts regular meetings with staff to discuss the department's overall performance and provide timely feedback on related matters.
- 2. ASSISTS** in developing and implementing Strategic and Operational plans and programmes and converting the same into annual objectives and work plans for respective Unit; monitors and evaluates work plans for effective and efficient execution.
- 3. OVERSEES** the administration and execution of laws, regulations and policies which governs the functions of the department; establishes procedures for the effective implementation of policy directives for the department.
- 4. ADVISES** and provides direct support to the Director, Nationality and Passport on all matters relating to nationality and passport including policy formulation and development of program geared towards the achievement of specific goals or plans.
- 5. ASSISTS** with the preparation of the Annual Budget in order to ensure availability of funds necessary for the implementation of programmes and projects such as.
- 6. ENSURES** that all passport applications including those from foreign missions are processed in a timely and effective manner; approves application for passports.
- 7. LIAISES** with the Senior Immigration and Immigration Officers In-Charge of a District Offices in respect of nationality and passport services provided in the districts; conducts periodic visits to such offices and makes timely interventions to ensure that service delivery is at its optimal.
- 8. DEVELOPS** operational manuals that outline procedures, give directions and establishes internal consistency in processes for the issuance of passports, border crossing cards, border passes and permits; and for the granting of permanent residency and Belizean citizenship.
- 9. WORKS** in partnership with Head of Units in assessing, organizing, scheduling and conducting in-house training for staff in order to ensure that staff possesses the skills required to effectively perform their duties.
- 10. COMPILES** and updates training manuals, booklets and brochures for the department in order to ensure staff has access to up-to-date descriptions of procedures and processes.
- 11. DIRECTS** or undertakes the compilation, preparation and submission of all statistical information and activity reports and other relevant information pertaining to passport and records management to the Director.
- 12. LIAISES** and collaborates with relevant personnel in other government ministries, departments (including the Department of Border Management and Immigration Services and Refugees Department), non-governmental agencies, regional and international organizations with regard to programmes and/or other related matters.
- 13. COORDINATES** with Finance and Administrative officer on matters related to budget preparation and human resource needs.
- 14. SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE

Recognized Master's degree in Public Sector Management, Public Administration, Management Studies, Business Administration, or such related disciplines.

Plus

At least ten (10) years' post degree experience with at least eight (8) years serving in a position of responsible charge. Experience supervising and managing professional staff and being a trusted resource as a member of senior level executive team.

C. COMPETENCIES/SKILLS

- Specialized training in needs assessment or programme development.
- Excellent knowledge of Belizean Nationality Act, Aliens Act, Immigration Act with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration.
- Excellent knowledge and competence in management, planning and use of resources.
- Knowledge of the Belize Public Service Regulations, Government Workers Regulations, Financial Orders and Stores Orders.
- Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

4. REPORTING RESPONSIBILITY

The Assistant Director, Nationality and Passport Department will report to the Director, Nationality and Passport Department.

5. SALARY

Government Pay Scale 22 of \$35,286 x 1,480 - \$63,406 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post 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 **Wednesday, 10th November, 2021.**



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

c: *Director, CITO,
President, Public Service Union of Belize
President, Association of Public Service Senior Managers*