



# CIRCULAR MEMORANDUM

## NO. 3 OF 2022

**REF:** Staff/GEN/3/06/22 (5)

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

**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 – Director, Good Governance, Legal Counsel, Good Governance Officer and Research/Legal Assistant, Good Governance Unit, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

**DATE:** 21<sup>st</sup> January 2022

Applications are invited from suitably qualified persons to fill the following vacant posts within the **Good Governance Unit, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs (MPSCPRRA)**:

- One (1) post - Director, Good Governance
- One (1) post - Legal Counsel
- One (1) post - Governance Officer
- Two (2) posts - Research/Legal Assistant

### **DIRECTOR, GOOD GOVERNANCE**

#### **1. ACCOUNTABILITY OBJECTIVE:**

Responsible for the planning, coordination, resource mobilization, monitoring and evaluation and supervision of the Good Governance Unit on matters related to good governance, administration, public service innovation and modernization and anti-corruption; as well as for providing support to the Chief Executive Officer in developing strategic initiatives that promote good governance and the Ministry's vision in relation the functional areas.

#### **2. DIMENSIONS OF POSITION:**

##### **A. NATURE AND SCOPE:**

The Director, Good Governance is required to oversee the day-to-day management of the Good Governance Unit, ensuring that matters related to good governance, public administration, public service innovation and modernization, anti-corruption, and related issues are addressed and that the interest of the Government of Belize is always protected. The incumbent provides technical and advisory support and guidance to the Minister, Chief Executive Officer Heads of Unit, and senior managers in Line Ministries in areas of good governance, public administration, public sector innovation and modernization, and other matters relating to their functional areas. The incumbent

also oversees the development and implementation of good governance initiatives, public awareness, and other promotional activities to raise consciousness on good governance, accountability in public administration and related principles, so as to increase education and awareness, and foster active citizenship and participatory democracy.

The Director, Good Governance collaborates with representatives of international organizations including anticorruption agencies such as the UNODC, ECLAC, and the OAS to streamline our anti-corruption laws in respect to the United Nations Convention Against Corruption (UNCAC), Mechanism for Follow-up on the Implementation of the Inter-American Convention against Corruption (MESCIC), etc., to ensure that Belize fulfils its legal obligation in respect to those Conventions to which we signed. The Officer also serves as the Secretary to the People's Constitutional Committee and the focal point for improving governance, reducing vulnerability to, and combating corruption.

The incumbent supervises staff in the Good Governance Unit and is expected to oversee their development in all the requisite specialist areas. In addition, the incumbent must display the communication skills required to interact with senior and junior personnel within the Public Service as well as representatives of outside agencies and organizations.

**B. 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. MANAGES** the daily operations of the Good Governance Unit (GGU); provides leadership and oversight in the design, coordination and implementation of programmes and initiatives of the Unit's functional areas.

**2. PLANS** and sets short and long-term objectives and targets to be met by the Unit, in order for its mandate to be carried out effectively and efficiently; spearheads the preparation of The Unit's annual budget for input into the Ministry's overall budgetary process.

**3. ADVISES** the Minister, Chief Executive Officer, and respective Heads of Units in the MPSCPRRA on areas relating to good governance, administration, and public sector innovation and modernization, including policy formulation and development of programmes geared towards the achievement of the MPSCPR's goals and objectives.

**4. PROVIDES** technical and advisory support and guidance to Line Ministries in areas of good governance, public administration, public sector innovation and modernization, and other matters relating to their functional areas.

**5. OVERSEES** and monitors the implementation of good governance initiatives which have been approved by Cabinet; PREPARES cabinet papers on issues pertaining to good governance, anti-corruption, public and electoral administration, public service innovation and modernization and related issues.

**6. LIAISES** with internal and external governmental partners, non-governmental organizations (NGOs), social partners and other stakeholders on matters related to the Unit's functional areas.

**7. LIAISES** and collaborates with international organizations including anticorruption agencies such as the UNODC, ECLAC, and the OAS to streamline our anti-corruption laws in respect to the United Nations Convention Against Corruption (UNCAC), Mechanism for Follow-up on the Implementation of the InterAmerican Convention against Corruption (MESCIC), etc., bringing them in line with international standards.

**8. COORDINATES** the setting-up of a technical working group to prepare updates/amendments to the Belize Constitution or any other legislation as approved by

the People's Constitutional Committee or any other legally constituted body in matters related principles of good governance.

**9. OVERSEES** the development and implementation of public awareness and other promotional activities to raise awareness on good governance, accountability in public administration, and related principles of good governance and increases education and awareness for public officers and the public for active citizenship and participatory democracy.

**10. PREPARES** reports, articles, and other pertinent literature in relation to the functional area and submits to Supervisor.

**11. COORDINATES** the process for the establishment of a reporting system for the inclusion of civil society and other stakeholder groups for increased participation.

**12. SERVES** as the Secretary to the People's Constitutional Committee and functions as the focal point for improving governance, reducing vulnerability to, and combating corruption.

**13. REPRESENTS** the Ministry on boards, committees, working groups, task forces, etc. and at national and international conferences and other fora, on matters related to the Unit's functional areas.

**14. COACHES**, mentors, supervises, and trains staff of the Unit on all aspects of the functional areas, including overseeing new employees onboarding, so as to optimize performance; recommends appropriate training and development needs for staff.

**15. SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

### **C. QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:**

Recognized Master's degree in Political Science, Public Administration, Political Economy, International Development, International Relations, or other relevant field.

#### **Plus**

Extensive knowledge of the Belize Constitution (Public Service Regulations) and comprehensive knowledge of government and administrative procedures, rules, and regulations with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration. Must demonstrate impartiality and clear decisiveness in making decisions, soundness of judgement and clarity in issuing directive. Must possess strong analytical and evaluative skills and the ability to identify politically sensitive issues. Must be able to communicate effectively. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

#### **Plus**

At least eight (8) years' experience working at the management level or being in a position of responsible charge. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team

**D. SALARY:** Government of Belize Pay Scale 24 of \$37,800 x 1,480- \$65,920 per annum.

## **LEGAL COUNSEL**

### **1. ACCOUNTABILITY OBJECTIVE:**

Responsible for providing professional, efficient, and ethical legal services in matters related but not limited to the provision of legal advice, interpretation, development and review of proposed updates and/or amendments to existing legislations, negotiation of treaties and agreements, deliberations in litigation, advisory and research framework and any other matters involving good governance and constitutional and political reform, to ensure that laws are administered equitably and transparently, promoting good governance and the Ministry's vision within the legal framework.

### **2. DIMENSIONS OF POSITION:**

#### **A. NATURE AND SCOPE:**

The position of Legal Counsel is required to provide professional, efficient, and ethical legal support services within the Ministry of Public Service and Constitutional and Political Reform and Religious Affairs (MPSCPRRA), ensuring that the Ministry carries out all its legal functions and obligations. The incumbent leads the drafting of legislation, regulations, policies, orders and instructions, and the process of negotiation, review, and adjustment to the constitutional text in collaboration with the Attorney General's Ministry.

The Legal Counsel operates under the direct supervision of the Director, Good Governance and in close coordination with the Secretariat of the Minister of Public Service, Constitutional and Political Reform and Religious Affairs. The incumbent provides legal advisory services to the Public Service, Judicial and Legal Services, Security Services, Election and Boundaries and Integrity Commissions; as well and the People's Constitutional Committee, various other committees, ad hoc working groups and task forces to aid in the fulfilment of their mandate.

The incumbent assist with the preparation of reports, case files, study papers on domestic and comparative laws and Cabinet Submissions. The officer supervises staff in the Unit and is expected to oversee their development in all the requisite specialist areas. In addition, the incumbent must display the communication skills required to interact with senior and junior personnel within the Public Service as well as representatives of outside agencies and organizations.

#### **B. 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. **ADVISES** and makes recommendations on the introduction of new legislation, amendments to existing legislation or changes to legal procedures, geared towards the achievement of the MPSCR's goals and objectives in relation to good governance, public and electoral administration, public sector innovation and modernization, and related issues.

2. **UNDERTAKES** in-depth research to determine the impact of existing laws on proposed legislation; researches and interprets the various laws, acts, regulations, policies, rulings, and legal articles, good governance legislations, anti-corruption policies, stakeholder related issues and other pertinent matters within the legal framework to assist with the preparation of reports, case files and legal advising.

3. **DRAFTS** instructions for legal changes , regulations and orders relating to MPSCPR and recommends legislative revisions based on changes in constitutional and political reform and electoral practices; reviews all documents that have legal implications for MPSCPRRA to ensure the government's interest is protected.

**4. ADVISES** on administrative, personnel, and contractual matters related to the human resource management activities of the MPSCPR; prepares weekly and/or monthly and other reports for submission to Supervisor.

**5. REVIEWS** policies and draft legislation proposed by government ministries/departments/ agencies and provides advice/recommendations on such in collaboration with Attorney General's Ministry.

**6. PROVIDES** advisory legal services to the Public Service, Judicial and Legal Services, Security Services, Election and Boundaries, and Integrity Commissions, as well as the People's Constitutional Committee, various boards, committees, ad hoc working groups, and task forces in relation to their respective mandates.

**7. ASSISTS** in the preparation of Cabinet Submissions on matters relating to the functional area as required.

**8. ATTENDS** meetings with various Ministries/Departments or other appropriate bodies to discuss legal and draft-related issues in order to formulate new legislation or update/amend existing legislation as required.

**9. MAINTAINS** and updates legal knowledge and remains abreast with current legal developments through research and study for the provision of high quality legal services and advice. **10. SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

**C. QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:**

Recognized Bachelor of Law Degree (LLB) or equivalent qualification plus Certificate of Legal Education (CLE). An advanced university degree (Master's degree or equivalent) in Public Law, Political Science/Constitutional Law would be considered an asset.

**Plus**

Extensive knowledge of the Belize Constitution and Electoral laws and comprehensive knowledge of government and administrative procedures, rules, and regulations with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration. Must demonstrate impartiality and clear decisiveness in making legal and administrative decisions, soundness of judgement and clarity in issuing directive. Must be able to communicate effectively. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

**Plus**

At least five (5) years' experience working as an attorney-at-law having experience in constitutional law, two (2) of which should include experience at the management level or being in a position of responsible charge. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team

**D. SALARY:** Government of Belize Pay Scale 23 of \$36,554 x 1,480 - \$64,674

**GOOD GOVERNANCE OFFICER**

**1. ACCOUNTABILITY OBJECTIVE:**

Responsible for providing support to the Ministry on matters related to good governance, public and electoral administration, public service innovation and modernization and anti-corruption; as well as for providing support to the Director, Good Governance in developing strategic initiatives that promote good governance and the Ministry's vision in relation to its functional areas.

## **2. DIMENSIONS OF POSITION:**

### **A. NATURE AND SCOPE:**

The Good Governance Officer is required to support the Good Governance Unit in the realization of its goals and objective in relation to good governance and its associated principles within the Belize Public Service. The incumbent supports the development, implementation, monitoring, evaluation and promotions of good governance, public and electoral administration, public service innovation and modernization and anticorruption initiatives, liaising with government, non-governmental, and private sector stakeholders.

The Good Governance Officer functions under the supervision of the Director, Good Governance in assisting with the monitoring of good governance and other initiatives approved by the Cabinet and also makes input into the development of the Unit's operational and strategic plans. The Officer also leads the development and implementation of public awareness, and other promotional activities to raise consciousness on good governance, accountability in public administration, public and electoral administration, public service innovation and modernization, and anti-corruption and other issues, so as to increase education and awareness, and foster active citizenship and participatory democracy.

The incumbent is expected to have sound knowledge of governance issues and their associated principles; good analytical skills and must display the communication skills required to interact productively with senior and junior personnel within the Public Service, officials of government agencies, as well as representatives of outside agencies and organizations, other stakeholders, and the general public.

### **B. 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** input in the development of the Unit's operational plans and priorities and the annual strategic plan in accordance with its functional areas and in line with Ministry's goals and objective.

**2. ASSISTS** with the monitoring of good governance and other initiatives which have been approved by Cabinet good governance; participates in the preparation of cabinet papers on issues pertaining to good governance, anti-corruption, public and electoral administration, public service innovation and modernization and other related issues.

**3. IDENTIFIES** local, international, and private sector stakeholders relevant for the development and implementation of good governance initiatives and maintains regular communication with them.

**4. ASSISTS** with the development of strategy and allocation of resources for the good governance initiatives in line with Government of Belize programme standards.

**5. IMPLEMENTS** specific programmes and strategies aimed at improving good governance and monitors the functioning of such initiatives; consolidates data/reports relating to such programmes to inform decision making processes.

**6. LEADS** the development and implementation of public awareness and other promotional activities to raise awareness on good governance, accountability in public and electoral administration, public service innovation and modernization and anti-corruption and other related principles of good governance.

**7. ORGANIZES** and conducts campaigns meant to raise national awareness on the importance of good governance and specific programs; increases education and

awareness for public officers and the public for active citizenship and participatory democracy.

**8. PREPARES** reports, articles, and other pertinent literature in relation to the good governance, public education, and awareness, public service innovation and modernization, anti-corruption, etc. and submits to Supervisor.

**9. MAINTAINS** a watching brief on relevant legislation, regulatory requirements, policies and guidance, and good practice related to good governance and ensures compliance with these across the Public Service.

**10. SUPPORT** the Director, Good Governance in maintaining a secure system for the management and retention of documents and for public access to relevant reports, decisions, and background papers which in compliance with good governance (open and transparent) practices.

### **C. QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:**

Recognized Bachelor's degree in Political Science, Public Administration, Political Economy, International Development, International Relations, or related field.

#### **Plus**

Specialized training in needs assessment or programme development. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related. Knowledge and experience of the role of civil society in promoting good governance and accountability.

#### **Plus**

At least three (3) work experience in providing governance support (or suitable transferrable skills), responsibility in the field of good governance and/or anti-corruption and/or anti-money laundering, advocating with government, policy development or related experience. Knowledge and experience of the operating framework for civil society.

**D. SALARY:** Government of Belize Pay Scale 16 of \$27,154 x 1,179 - \$49,555 per annum.

### **RESEARCH/LEGAL ASSISTANT (2 POSTS)**

Basic purpose of position: Responsible for carrying out research, providing legal support and clerical services to the Legal Counsel within the Ministry of Public Service, Constitutional and Political Reform and Religious Affairs by performing legal research, compiling preparing and prioritizing legal documents.

#### **1. Analysis of position**

##### **A. Essential Duties and Responsibilities**

**1. CONDUCTS** legal research on cases and gathers pertinent information in order to prepare case summary or written memorandum as instructed by the Legal Counsel.

**2. ASSISTS** with the administration and management of workflow within the Unit.

**3. RESEARCHES** and interprets the various laws, acts, regulations, policies, rulings, and legal articles to assist with the preparation of reports, case files and legal advising.

**4. MONITORS**, analyses, and develops written summaries of proposed and enacted legislations, regulations, court decisions and other relevant publications and documents.

**5. COMPLIES**, proofreads, and edits drafts of contracts, leases, licenses, policies, and other legal documents.

**6. MANAGES**, organizes, and maintains documents and caseloads in paper and electronic filing systems daily.

**7. ATTENDS** meetings and takes notes for the Legal Counsel as require.

**8. PERFORMS** general administrative duties such as answering correspondence, taking telephone calls, mailing, or emailing legal documents to clients or government officials, maintaining the Legal Counsel's Calendar, and making travel arrangements.

**9. SCHEDULES** meetings, manages changes to schedule, and keeps the Legal Counsel informed of daily activities.

**10. PREPARES** weekly and/or monthly and other reports for submission to Supervisor.

**11. PERFORMS** other related duties as may be required.

**B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

Associate Degree in Paralegal Studies, History, Law or Legal Studies or related field.

Must be detail-oriented and highly organized. Excellent communication, interpersonal and time management skills. *Ability to work independently, pay attention to details, be a critical thinker, possess research and data collection skills, manage large workloads, and keep deadlines.* Ability to keep work-related information confidential and ensure that such information is accessible only to those authorized to have access.

Proficiency in the use of Microsoft Office, including Word, Excel, and Outlook. In depth knowledge of legal terminology and documentation.

**D. SALARY:** Government of Belize Pay Scale 12 of \$20,302 x 913 - \$37,649 per annum.

Interested persons who are in possession of the required qualification and experience and have the aptitude for 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 9<sup>th</sup> February 2022.



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

c. Director, CITO  
President, Public Service Union of Belize  
GEN/4/01/01