



CIRCULAR MEMORANDUM

NO. OF 2024

REF: Staff/GEN/3/06/24 (47)

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 –Good Governance Officer, Good Governance Unit, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

DATE: 16th May 2024

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

- One (1) post - Good Governance Officer

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 \$30,171 x 1,310 - \$55061 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 Friday 7th June 2024.

ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

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