



# CIRCULAR MEMORANDUM

## NO. 36 OF 2022

**MY REF:** STAFF/GEN/14/03/22 (33) Vol. III

**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 – LEGAL PROTECTION OFFICER, REFUGEES DEPARTMENT, MINISTRY OF FOREIGN AFFAIRS, FOREIGN TRADE, AND IMMIGRATION**

**DATE:** 19<sup>th</sup> May 2022

Applications are invited from suitably qualified persons to fill the post of **Legal Protection Officer, Refugees Department, Ministry of Foreign Affairs, Foreign Trade, and *Immigration***.

### 1. ACCOUNTABILITY OBJECTIVE:

The **Legal Protection Officer** (LPO) reports to the Director of the Refugees Department and acts as an advisor to the Director on legal political, social, economic, and cultural developments that have an impact on the protection environment. S/he represents the Refugees Department, as assigned by the Director, to authorities, UN sister agencies, partners, and other stakeholders on legal matters of protection policy and principles.

### 2. NATURE AND SCOPE:

The Legal Protection Officer (LPO) coordinates quality, timely and effective legal protection responses to the needs of the populations of concern. S/he ensures that persons of concern of all age, gender and diversity groups are included in identifying and implementing appropriate solutions to their problems. To undertake this role effectively, the Legal Protection Officer (LPO) will need to build and maintain effective interfaces with other relevant teams within the various platforms, communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection and achieving solutions to the population of concern within the country.

### 3. ANALYSIS OF POSITION

#### A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **PROMOTE** the understanding of protection issues ensuring the observance of internationally accepted or legally binding standards in accordance with the 1951 International Convention and 1967 Protocol relating to the Status of Refugees and the Belize Refugees Act, Chapter 165 of the Substantive Laws of Belize.
2. **MONITOR** and advise on the development and implementations of laws and doctrine pertaining to persons or concern, asylum seekers and/or refugees.

3. **STAY ABREAST** of legal political, social, economic, and cultural developments that have an impact on the protection environment concerning persons of concern, asylum seekers and/or refugees.
4. **PROVIDE** legal advice on persons of concern, asylum seekers, and/or refugees and draft reports and guidelines on pertinent legal and operational issues.
5. **ENGAGE** with external partners and stakeholders including governments, legislators, non-governmental organizations, international organizations, and other interested entities, on issues related to legal protection principles and related international law.
6. **FACILITATE** consultative processes with government counterparts, partners and persons of concern to develop and implement comprehensive protection and solutions strategies addressing specific protection needs relating to forced migration.
7. **HANDLE** individual cases and situations raising special questions of application or interpretation of international law, refugee and human rights law.
8. **ASSIST** in the supervision and oversight of Refugee Status Determination (RSD) and RSD-related activities to promote full compliance with Standard Operating Procedures (SOPs).
9. **CONDUCT** RSD interviews and draft RSD assessments in accordance with applicable standards and guidelines.
10. **MAINTAIN** accurate and up-to-date records and data related to all work on individual cases.
11. **PROVIDE** legal counselling to persons of concern, asylum seekers and refugees.
12. **ASSIST** in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing to identify and respond to developments or issues impacting on the efficiency or quality of RSD decision-making and to propose remedial measures.
13. **CONDUCT** research on Country-of-Origin Information (COI) and legal issues related to RSD and assist in maintaining a local repository of relevant information, guidelines and standards accessible to RSD staff at the RD.
14. **ASSIST** in developing and maintaining processes to ensure that persons of concern, asylum seekers, refugees, government authorities and partners have accurate information on the RSD procedures in accordance with international standards, policy and best practice.
15. **ASSIST** in initiatives to advocate with and support Government authorities and partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.
16. **SUPPORT** the development and implementation of RSD training initiatives for Government authorities and partners.
17. **PROVIDE** support on other legal protection issues that may arise from time to time and assigned by the Director.
18. **MAY** perform other related duties assigned from time to time.

**B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE**

Recognized Degree in Law, International Law, International Refugee Law, International Human Rights Law, International Humanitarian Law, Refugee and Forced Migration Studies, Political Science, or another relevant field.

**and**

At least four (4) years working experience in legal issues. Good knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles.

**C. COMPETENCIES/SKILLS**

- Fluent in written and spoken English **and** Spanish.
- Good writing and communication skills.
- Excellent legal research, analytical skills and drafting.
- Good IT skills including database management skills.

**4. REPORTING RESPONSIBILITY**

The Legal Protection Officer will report to the Director, Refugees Department, Ministry of Foreign Affairs, Foreign Trade, and **Immigration**.

**5. SALARY**

Government Pay Scale 21 of \$34,296 x 1,480 - \$62,416 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 Friday, 3<sup>rd</sup> June, 2022.**



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

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