



CIRCULAR MEMORANDUM NO.63 OF 2022

REF: Staff/GEN/3/06/22 (69) 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 COUNSEL, GOOD GOVERNANCE UNIT, MINISTRY OF THE PUBLIC SERVICE, CONSTITUTIONAL AND POLITICAL REFORM AND RELIGIOUS AFFAIRS

DATE: 9th August 2022

Applications are invited from suitably qualified persons to fill One (1) post of **Legal Counsel Good Governance Unit, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs.**

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 (MPSCPR), 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. The incumbent provides legal advisory services to the Public Service, Judicial and Legal Service, 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 MPSCPR 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 Service, 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 \$40,615 x 1,644 - \$71,851 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 31st August, 2022.



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

- c. Director, CITO
President, Public Service Union of Belize
President, Association of Public Service Senior Managers
GEN/4/01/01