



CIRCULAR MEMORANDUM NO. 49 OF 2021

MY REF: Staff/GEN/2/07/21 (18)

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 – ECONOMIST III, MINISTRY OF
FINANCE, ECONOMIC DEVELOPMENT, AND
INVESTMENT**

DATE: 5th August 2021

Applications are invited from suitably qualified persons to fill the vacant post of Economist III, Ministry of Finance, **Economic Development**, and Investment.

1. Purpose of Position:

The Ministry of Economic Development is tasked with overseeing all central organizations involved in planning, projects and overall economic development and advising on general economic and sustainable human development policies. The Ministry is also tasked with the preparation of national and sectoral economic development plans, preparation of annual economic reports, the formulation and management of the Public Sector Investment Programme and coordinating and overseeing the implementation of projects and programmes. Additionally, tasked with the rationalization and coordination of external development assistance.

These tasks fall under three (3) broad categories: (i) policy development; (ii) projects/public sector investment; and (iii) donor coordination and are executed chiefly through the Policy and Planning Unit (PPU).

2. Analysis of Position

I. Essential Duties and Responsibilities:

a. Policy Development:

- Be familiar with national and sectoral development policies, strategies and actions plans.
- Assist in the development of national and sectoral policies and strategies
- Assist in the coordination of the implementation of long-term and medium-term plans
- Conduct periodic reviews of strategies and plans; and

- Represent the Ministry on selected boards and committees.

b. Project/Public Sector Investment:

- Assist in monitoring and reporting on Government's investment projects.
- Participate in the appraisal, execution, coordination, implementation, monitoring and evaluation (project cycle) of projects/programmes.
- Assist in Assessing terms of reference, technical specification and other technical documents as required.
- Assist in the preparation of quarterly and annual Public Sector Investment Programme (PSIP) reports.
- Assist in ensuring that relevant project information is captured for the Ministry's PSIP Management Information System.
- Assist in collect outstanding project documents and maintain a listing of all project documents gathered in the Ministry.

c. Donor Coordination:

- Assist multi-lateral and bi-lateral development partners in the preparation of their various country support strategies and framework for Belize.
- Assist in the monitoring and implementation of donor funded projects and programmes.
- Provide support to periodic programming missions undertaken by the respective donor agencies; and
- Assist in the coordination of workshops, meetings, and conferences hosted by the Ministry.

- d.** Any other duties that may be assigned from time to time by the Chief Executive Officer or the Director.

II. Requirements:

a. Qualifications/Experience:

- i. Bachelors' Degree in Economics, Finance, Financial Management, Mathematics, or related field.

b. Skills/Competencies:

Technical:

- i. Project Management Skills

Behavioral:

- ii. Strong Leadership skills
- iii. Excellent written, oral, and interpersonal communication skills
- iv. Ability to present ideas in business-friendly and user-friendly language
- v. Highly organized, self-motivated, self-directed, and attentive to details

- vi. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- vii. Extensive experience working in a team-oriented, collaborative environment
- viii. Good ethical standards.

3. Reporting Responsibility:

The Economist III will report to the Senior Economist.

4. Salary

Government Pay scale 16 of \$27,154 x 1179 – \$49,555 per annum.

Interested persons who consider that they have met the qualifications stated and have the aptitude for post of this nature 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 Thursday, 19th August 2021.**



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