



CIRCULAR MEMORANDUM

NO. 66 OF 2023

MY REF: STAFF/GEN/7/07/23 (61)

FROM: Secretary, Judicial and Legal Services Commission

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, MINISTRY OF YOUTH, SPORTS AND TRANSPORT

DATE: 15th September 2023

Applications are invited from suitably qualified persons to fill the vacant position of Legal Counsel, Ministry of Youth, Sports and Transport.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for the management and administration of the legal support functions and 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 constitutional and political reform, to ensure that laws are administered equitably and transparently; as well as for providing support to the Chief Executive Officer in developing strategic initiatives that promote good governance and the Ministry's vision within the legal framework.

2. NATURE AND SCOPE:

The position of Legal Counsel is required to provide professional, efficient, and ethical legal support services within the Ministry of Youth, Sport and Transport, ensuring that the Ministry carries out all its legal functions and obligations. The incumbent oversees the day-to-day management of the legal activities, ensuring that the Ministry is effectively represented in court preceding and litigation matters and the interest of the government of Belize is always protected. The incumbent directs the drafting of regulations, orders relating to the ministry's function and recommends legislative revisions based on relevant changes.

The Legal Counsel operates under the direct supervision of the Chief Executive Officer and in close coordination with the Attorney General's Ministry. The officer identifies procedural weaknesses in the ministry's operations and institutes corrective measures to address such weaknesses. The incumbent liaises and collaborates with other government ministries, departments, non-governmental agencies, and international organizations. The officer promotes and maintains effective working relationships with all relevant stakeholders, ensuring that the department provides a consistently high level of services.

The incumbent consults with the supervisor in providing the technical support needed to realize the roles and function of the Ministry/Department and recommends the engagement of other technical experts where necessary. The incumbent is also responsible for the data security and disaster recovery planning and execution for all systems, technology management and end-user support and training. The incumbent is expected to foster teamwork and display the communication skills required to interact productively with representatives of government agencies, Ministry officials, colleagues, subordinates, and other stakeholders.

3. ANALYSIS OF POSITION:

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **MANAGES** the daily legal operations of the Ministry of Youth Sport and Transport; provides leadership and oversight in the design, coordination and implementation of programmes and initiatives of the Unit's functional areas.
2. **DEVELOPS** key performance indicators and 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. **ASSISTS** in and monitors the implementation of legislation, policies, procedures and proposals which have been approved by Cabinet; undertakes research to determine the impact of existing laws on proposed legislation.
4. **DRAFTS** instructions for legal changes, regulations and orders relating to the ministry's function and recommends legislative revisions based on relevant changes. reviews all documents that have legal implications for ministry to ensure the government's interest is protected.
5. **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.
6. **ADVISES** on administrative, personnel, and contractual matters related to the human resource management activities of the ministry; prepares weekly and/or monthly and other reports for submission to the Chief Executive Officer.
7. **LIAISES** internal and external governmental partners, non-governmental organizations (NGOs), and other stakeholders on matters related to the ministry's; reviews proposed updates/ amendments to the laws that govern the ministry's function.
8. **PROVIDES** legal advisory services to various boards, committees, ad hoc working groups and task forces as required; liaises with other legal professionals to drive the agenda of the ministry.
9. **COORDINATES** the setting-up of a technical working group to prepare updates/amendments to any legal legislation as approved by the ministry, relevant Commission, or any other legally constituted body.
10. **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.
11. **REPRESENTS** the Ministry on committees and at national and international conferences and other fora in matters related to the Unit's function.
12. **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.
13. **COACHES**, mentors, and trains staff of the ministry on all aspects relating the legal support services, including overseeing the implementation of new laws and procedures to optimize performance, and recommends appropriate training and development needs for staff.

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

B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:

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 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 eight (8) years' experience working as an attorney-at-law having experience in constitutional law. Three (3) years' 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.

4. CONDITIONS OF SERVICE:

Belize Constitution (Judicial and Legal Services) Regulations, 2022

5. REPORTING RESPONSIBILITY:

The Legal Counsel will report to the Chief Executive Officer, Ministry of Youth, Sports and Transport.

6. SALARY:

Government Pay Scale 23 of \$40,645 x 1,644- \$71,851 per annum.

Interested persons in possession of the required qualification and have the aptitude for the post, are required to submit a complete application, through the Job search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than 30th September 2023.



ROLANDO ZETINA (MR.)
SECRETARY, JUDICIAL AND LEGAL SERVICES COMMISSION

- c:** *Chief Executive Officer, Ministry of Youth, Sports and Transport*
Director, CITO
President, Public Service Union
President, Association of Public Service Senior Managers