



CIRCULAR MEMORANDUM

NO. 74 OF 2025

MY REF: STAFF/GEN/13/09/25 (36) Vol. V

FROM: Chief Executive Officer, Ministry of the Public Service and Disaster Risk Management

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 – TWO (2) POSITIONS OF DRUG INSPECTOR, DRUG INSPECTORATE UNIT (BELMOPAN), MINISTRY OF HEALTH AND WELLNESS

DATE: 8th December 2025

Applications are invited from suitably qualified persons to fill two (2) positions of **Drug Inspector, Drug Inspectorate Unit (Belmopan), Ministry of Health and Wellness.**

1. ACCOUNTABILITY OBJECTIVE:

Ensure compliance with the pharmaceutical laws rules and regulations by all pharmacies (private and public).

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **ENFORCES** legislation controlling pharmaceuticals and precursor chemicals.
2. **MAKES** periodic inspection of drug establishments to review operations and take samples for testing.
3. **ASSISTS** manufacturers, wholesalers, and pharmacists in voluntary compliance with the law and take action in cases of violation.
4. **ENSURES** that drugs manufactured and sold conform to certain acceptable standards and are properly labeled.
5. **INSPECTS** sales establishments to review operations regarding the sales/drugs.
6. **CONDUCTS** periodic inspection of public and private pharmacies to ensure that required records are maintained.
7. **MAINTAINS** liaison with the Customs and Excise Department and Port Authority in connection with the identification, movement and destruction of drugs.
8. **INSPECTS** pharmacies in connection with registration of premises with the Pharmacy Council.
9. **INSPECTS** doctors' offices and elsewhere where there may be a suspicion of drugs or poisons being sold.

10. **INVESTIGATES** complaints made against pharmacist (s) and forward report (s) to the Pharmacy Council.
11. **INSPECTS** that all businesses are in possession of the relevant licenses and permits issued by the competent authority for the importation of pharmaceuticals and medical supplies for the delivery of services
12. **POSTS** market surveillance for safety, efficacy and quality.
13. **SUBMITS** report for each inspection conducted.

B. QUALIFICATION AND EXPERIENCE

Recognized Bachelor Degree in Pharmacy, a Chemist and Druggist Certificate and a minimum of five (5) years' experience as a Registered Pharmacist.

C. COMPETENCIES/SKILLS

- Excellent written, oral and interpersonal communication skills
- Ability to present ideas in business friendly and user-friendly language
- Highly self-motivated, self-directed and attentive to detail
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Extensive experience working in a team-oriented collaborative environment

4. REPORTING RESPONSIBILITY

The Drug Inspector will report to the Chief Drug Inspector, Drug Inspectorate Unit, Ministry of Health and Wellness

5. SALARY

Government Pay Scale 16 of \$31,529 x 1,369 -\$57,540 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, 26th December 2025.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

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