



# CIRCULAR MEMORANDUM

## NO. 8 OF 2026

**MY REF:** GEN/49/01/26 (5) 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 – JOB CLASSIFICATION AND COMPENSATION ANALYST, MINISTRY OF THE PUBLIC SERVICE AND DISASTER RISK MANAGEMENT**

**DATE:** 2<sup>nd</sup> February 2026

Applications are invited from suitably qualified persons to fill one (1) vacant position of Job Classification and Compensation Analyst within the Ministry of the Public Service and Disaster Risk Management.

### **1. Accountability Objective:**

Responsible for providing assistance with the design, implementation, administration and maintenance of the Classification and Compensation System within the Belize Public Service, which includes but is not limited to conducting organizational and job analyses and job evaluation; designing or updating job descriptions, conducting and participating in external market studies relating to compensation and benefits, gathering relevant data for reports; and providing assistance with other human resources related requirements.

### **Analysis of Position**

#### **A. NATURE AND SCOPE:**

The Job Classification and Compensation Analyst is required to assist in reviewing the existing organizational design for the various Ministries, Departments and Units, recommending necessary structural changes, if necessary, for their effective and efficient management and fulfilment of their mandates. The incumbent also works closely with the Senior Job Classification and Compensation Analysts in facilitating requests for the review of new and/or revised job positions using job evaluation methodologies such as job interviews, audits, survey analysis and observations, making appropriate recommendations in regard to the classification and compensation for such positions.

The Job Classification and Compensation Analyst further assist with the development and on-going maintenance of job descriptions, ensuring appropriate content and form, the conduct of compensation surveys and the analysis of related data in order to make recommendations for changes and upgrades to the existing system. The position also develops a variety of written documents and materials such as forms, brochures, pamphlets, procedures and manuals for the purpose of documentation, referencing, report writing, training and conveyance of general information.

**B. Essential Duties and Responsibility:**

1. **ASSIST** in reviewing new and revised job positions, determining classification and pay grade assignment through the conduct of job evaluation activities such as job interviews, audits, survey analysis and observations and makes appropriate recommendations for the classification and compensation of such positions.
2. **ASSISTS** with the development and on-going maintenance of job descriptions, ensuring appropriate content and format, forwarding completed job descriptions to immediate supervisor for final approval.
3. **RESEARCHS** compensation and benefits policies and plans to ensure the organization's offerings are up to date, cost-effective, and competitive; also monitors important compensation and benefits trends in both local and regional labour markets.
4. **ASSISTS** in the conduct of wage and salary surveys within the Belize labour market to determine competitive rates.
5. **CONDUCTS** monthly review of Performance Appraisal Reports of officers in respect of performance agreements and requirements for the job and makes recommendations on such matters to the Director, Job Classification and Compensation.
6. **MONITORS** changes/discrepancies in performance agreements and job descriptions and reports any such issues to the Director, Job Classification and Compensation.
7. **ASSISTS** in formulating reports stating findings of organizational and job analyses, job evaluation and other related information that is used to furnish the Director, Job Classification and Compensation with pertinent information to aid the decision-making processes.
8. **ASSISTS** the Senior Job Classification and Compensation Analyst in developing and delivering training to junior personnel within the Unit; senior management and other public officers in job classification and compensation management; also ensures that the classifications are understood and observed by all personnel.
9. **PREPARES** operational manuals and pamphlets for the improvement of job classification and compensation management procedures and practices; reviews and responds to routine correspondence and requests for information and assistance from all public officers, ensuring the establishment of effective lines of communication between the Unit and other Ministries and Departments in the wider Public Service.
10. **UPDATES** and maintains the Unit's databases pertaining to information on job classification, reviews, remuneration, benefits, etc.; also provides logistical support for all activities undertaken by the Unit

**C. Requirements:**

**a. Qualifications/Experience:**

Recognized Bachelor's Degree in Public Sector Management, Human Resources Management, Business Administration, Business Management, Accounting, Finance or related field.

**Plus**

Knowledge of basic data sampling and statistical analysis techniques. Knowledge of computer applications and software related to word processing, spreadsheet development, charting and electronic-form creation. A minimum of two (2) years' experience in general human resources management, data analysis or a related field, in a medium to large-scale organization, including the public sector.

**Plus**

Specialized training in principles and practices of Job Analysis, Job Classification and Compensation would be an asset.

**b. Principal External Relationships:**

- All Government Ministries/Agencies
- Constitutional Agencies
- Quasi Government Organizations
- Non-governmental Organizations
- Private Sector Umbrella and Individual Organizations

**2. Reporting Responsibility:**

The Job Classification and Compensation Analyst will report to the Director, Job Classification and Compensation Unit.

**3. Salary**

Government Pay scale 16 of \$31,529 x 1369 - \$57,540 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 Monday, 16th February 2026.



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

*c: Chief Information Officer, Central Information Technology Office  
President, Public Service Union of Belize  
President, Association of Public Service Senior Managers*