



CIRCULAR MEMORANDUM NO. 23 OF 2026

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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 – ONE (1) POSITION OF SENIOR VALUER, MINISTRY OF NATURAL RESOURCES, PETROLEUM AND MINING

DATE: 23rd March 2026

Applications are invited from suitably qualified persons to fill the vacant position of Senior Valuer in the Ministry of Natural Resources, Petroleum and Mining.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for assisting the Chief Valuer with the management of the Valuation Unit within the Ministry of Natural Resources. Duties include assessing land values for taxation purposes; calculating compensation values for public land acquisition; assessing leasehold values for transfer fee purposes; assessing freehold values for stamp duty purposes; determining purchase prices for the sale of national lands; and estimating rental values for government properties.

2. NATURE AND SCOPE:

The Senior Valuer within the Ministry of Natural Resources is required to assist the Chief Valuer in the effective administration of the Valuation Unit, ensuring that strategic objectives are established, monitored, and achieved. The Senior Valuer must ensure that all staff within the unit are adequately trained to perform their assigned duties and assist in maintaining the security and proper condition of valuation rolls and other official documents to minimize loss or damage. Assisting in the preparation of monthly statistical reports and the development of work plans for the section is also a key function of the officer.

The Senior Valuer assists in monitoring the progress of the Valuation Unit in relation to strategic and work plans and contributes to the drafting of budget requirements for the unit. The officer must ensure that valuation supplies are adequately replenished and assist the Valuation Appeals Board in cases involving objections to taxes. The incumbent also estimates purchase prices and rental values for nationally owned lands.

Additionally, the incumbent negotiates with dispossessed landowners and continuously reviews data on land sales and purchases. The officer assists in reviewing reports before submission to the Commissioner of Lands and Surveys and prepares estimates for estate and stamp duties. Assisting in the supervision of the preparation of property tax rolls and related documentation is also a key responsibility. The incumbent is further required to foster teamwork and demonstrate effective communication skills to enhance productivity among officers within the organization.

3. ANALYSIS OF POSITION:

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **CONDUCTS** inspections of private and national lands, carrying out property valuations for compensation at the request of other ministries.
2. **ENSURES** that all staff within the Valuation section are adequately trained to perform the duties that were assigned to them.
3. **ASSESSES** land values for property taxation purposes and calculates compensation values to be paid where land is acquired for public purposes either by compulsory purchase or by private treaty.
4. **ESTIMATES** purchase prices and cost of rentals of national lands and assist in the supervision of the preparation of Property tax Rolls and Sheets.
5. **ASSISTS** in ensuring the security and condition of valuation rolls and other documents to minimise the loss, damage or theft of said documents.
6. **ASSISTS** in the preparation of general monthly statistical reports and work plans for the section submitted to the supervisor.
7. **MONITORS** the progress of the valuation section in respect to the strategic objectives set by the Unit against the specific function and duties achieved.
8. **COLLABORATES** in the conduct of negotiations with landowners concerning the acquisition of property by the Government of Belize.
9. **ENSURES** that all rolls are constantly updated, including the change of ownership and opening of new accounts.
10. **ASSISTS** with checking the content of work reports for conciseness and completeness before they can be submitted to the Commissioner of Land and Surveys.

B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:

Bachelor's degree in Land Valuation, Land Economy, Land Surveying, Land Management or related field.

Plus

Specialized training in the land valuation, land economy, land management. Extensive knowledge of the Land Valuation Act, Land Acquisition Act, and other relevant laws. Strong analytical and numerical abilities, with well-developed technical and report writing skills. Demonstrate keen attention to details and a high level of integrity.

Plus

At least (5) years' experience in land valuation, property appraisal, land management or related field.

4. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

5. REPORTING RESPONSIBILITY:

The Senior Valuer will report to the Chief Valuer.

6. SALARY:

Government Pay Scale 20 of \$37,380 x 1718--\$70,022 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 6th April 2026.



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

*c: Director, CITO
President, PSU
President, APSSM*