



CIRCULAR MEMORANDUM

NO. 35 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 Head of Department

SUBJECT: VACANCY NOTICE - ONE (1) VACANT POST OF PRINCIPAL EDUCATION OFFICER (SPECIAL EDUCATION UNIT), MINISTRY OF EDUCATION, CULTURE, SCIENCE AND TECHNOLOGY

DATE: May 6th, 2026

Applications are invited from suitably qualified candidates to fill one (1) post of Principal Education Officer (Special Education Unit), Ministry of Education, Culture, Science and Technology, across the Belize Public Service.

BASIC PURPOSE OF POSITION:

The Principal Education Officer assigned to the Special Education Unit is responsible for providing strategic leadership and oversight in the development, implementation, and monitoring of special education programs and services across all levels of the education system. The Principal Education Officer ensures that students with diverse learning needs, disabilities, and exceptionalities have equitable access to quality education through inclusive practices, specialized interventions, and capacity-building initiatives.

By directing the operations of the Special Education Unit, the Principal Education Officer works to eliminate barriers to learning, strengthen inclusive education policies, and coordinate support services that empower students, families, and educators. Through close collaboration with district education centres, schools, community partners, and other government and non-government stakeholders, the Principal Education Officer fosters systems that promote equity, inclusion, and lifelong success for all learners.

NATURE AND SCOPE:

The Principal Education Officer provides national leadership and oversight of the Special Education Unit and ensures alignment of its programs with the national education priorities. The Principal Education Officer is charged with directing strategies and initiatives aimed at advancing inclusive education and providing targeted support for students with special education needs across pre-primary, primary, and secondary schools.

In fulfilling this role, the Principal Education Officer directs the implementation of approved policies, projects and programs, monitors compliance with school inclusion guidelines, coordinates the delivery

of specialized support services, and guides the development of special education policies, procedures, and resources. A vital part of the role also includes fostering professional development opportunities, advocacy, and public awareness initiatives to promote understanding of the rights and potential of students with special education needs.

The Principal Education Officer also oversees data collection and analysis through systems such as BEMIS to guide evidence-based planning and decision-making. The Principal Education Officer builds strong linkages with District Education Centres, relevant ministries, non-governmental organizations, and international partners to mobilize resources and enhance service delivery.

The Principal Education Officer supports the overall management of the day-to-day operations of the Unit and supervises staff and oversees their development deliver training, intervention programs, and technical assistance to schools and families. The incumbent must display the communication skills required to interact with senior and junior personnel within the Centre, the wider Public Service as well as representatives of outside agencies and organizations to harness support from the community for the further development of the school.

ANALYSIS OF POSITION:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- PROVIDES vision and direction for special education programs and initiatives, aligning them with national educational policies. This includes developing and managing the implementation short, medium and long-term strategies and action plans.
- DIRECTS the implementation and monitoring of inclusive education practices, including compliance with school inclusion guidelines, and supporting schools at all levels to meet the needs of diverse learners.
- OVERSEES all staff and educational initiatives within the Unit and supports effective delivery of services and coordination with District Education Centres, schools, and partner agencies to provide support for students, families, and educators.
- EXECUTES special education and inclusion policies, procedures, and standards, and ensures adherence to national regulations and best practices in special education.
- ENGAGES with various education stakeholders and educational organizations to foster collaboration and support for special education initiatives and inclusive education practices.
- FACILITATES professional development opportunities for staff, teachers, administrators, and parents, including training, sensitization programs, and advocacy campaigns to strengthen inclusion and capacity-building efforts.
- PLANS and manages the annual budget and allocates resources effectively to support special education services and initiatives at national and district levels.
- CONDUCTS other administrative functions linked to the day-to-day operations of the office in support of established education goals, policies and protocols.
- MONITORS program implementation and impact through data collection and analysis, producing reports to inform policy, improve services, and address gaps in provision
- REPRESENTS the Ministry of Education on various committees and boards, attends professional events and maintains linkages with relevant agencies on matters pertaining to special education to maintain effective and efficient networking and information flow.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

A. EDUCATION & EXPERIENCE

- Recognized master's degree in education leadership, special education, or other related discipline.
- Minimum of five (5) years working in a leadership capacity. Experience managing special education or inclusive education programs and being a trusted resource as a member of a senior level executive team.

B. CONDITIONS OF SERVICE

As outlined in the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act, and any other instructions which may be issued from time to time.

C. REPORTING RESPONSIBILITY

- First Reporting Officer: Deputy Chief Education Officer
- Second Reporting Officer; Chief Education Officer

CONDITIONS OF SERVICE:

The Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Store Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

SALARY:

Government of Belize Pay Scale 24 of \$43,890 x 1,718- \$76,532.00 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package as a scanned *pdf* via the Job Seek portal along with their cover letter, qualifications, at least two references and a valid police report (i.e. *proof of payment receipt is also acceptable*) through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly to the Chief Executive Officer, Ministry of Public Service, and Disaster Risk Management no later than (May 25th, 2026).



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

*c: Chief Information Officer, CITO
President, PSU
President, APSSM
GEN/4/01/01*