



CENTRAL BANK
of BELIZE

EMPLOYMENT OPPORTUNITY

Our Mission: To advance the wellbeing of Belize by facilitating sustained economic growth, protecting the value of the Belize dollar, and assuring a safe, sound, and efficient financial system.

Our Guiding Philosophy: Using strategy, talent, and structure to assure economic growth and stability for the people of Belize.

The Central Bank of Belize is seeking to recruit for the position of **Security Officer Grade I – Security Department**.

Security Officer Grade I

The Security Officer Grade I provides general support to the Management of the Security Department in overseeing the physical security and safety of employees, visitors, facilities, and assets of the Bank and in liaising with law enforcement and other agencies. The Officer is required to work on a shift system and to adhere to the Bank's policies, procedures, and directives.

The essential duties and responsibilities will include, but are not limited to, the following:

- (1) Assists with the management of the day-to-day security operations;
- (2) Aids in the development of and makes recommendations for security strategies;
- (3) Assesses, manages, and supports continuous security improvement programs across the Bank;
- (4) Evaluates, assesses, and analyzes performance of security personnel; and
- (5) Supervises a team of Security Officers and ensures customer-focused service is maintained at all times.

The applicant should possess the following competencies:

Education and Experience

An Associate's degree in Law Enforcement, Criminal Justice, or Public Administration with five years of supervisory experience in Security, Police, or Military, having reached a minimum rank of Lieutenant, Inspector, or related position; or

A High School Diploma from an accredited education institution and three (3) CXC's or equivalent, of which one must be English, with ten years of supervisory experience in Security, Police, or Military, having reached a minimum rank of Lieutenant, Inspector, or related position.

Technical Knowledge

- Knowledge of modern security techniques, security equipment, technology, and law enforcement principles and procedures
- Possesses and applies a high degree of knowledge to deliver quality work and keeps informed of the latest trends and development in the discipline
- Demonstrates cross-functional ability and desire to learn more about new areas
- Small arms certification or proof of handling and training with small arms in the police or military
- Proficient in software applications, particularly the Microsoft Suite
- Experience in managing duty schedules for shift systems

Business Competencies

- Analytical Thinking
- Diagnostic Information Gathering
- Flexibility/Adaptability
- Attention to Detail
- Managing Performance
- Attention to Communication

Physical Capabilities

The Officer must have the ability to perform tasks that require physical strength and agility, including bending, climbing, and lifting heavy objects. The applicant will be required to pass a physical examination and a police vetting report if successful. Proof of service in the military or police is also required.

The Central Bank of Belize uses the following three-phase selection process to identify the candidates that are the best fit for the job:

(1) Occupational Assessment; (2) Face-to-face Interview; and (3) Written Assessment.

Salary and Benefits

The remuneration entry point will be commensurate with qualifications and experience.

The benefits package includes, but is not limited to, a Pension Scheme; Group Life & Health Insurance Plan (medical, vision and dental) for self and dependents; Transport Allowance; access to Residential Mortgage Loan (currently at 4.5%); Other Personal loans, including car loans at concessionary interest rates.

Letters of application (employment application form available online), together with curriculum vitae, three (3) references (one of which must be from a previous employer), a police report (*receipt as proof of application will be accepted in the interim until the report is available*), certified copies of a valid Class "A" Driver's license, educational certificates, transcripts and professional certificates, must be submitted to:

Director

Human Resources Department

Central Bank of Belize

Gabourel Lane or P.O. Box 852

Belize City, BELIZE

Ref: Security Officer Grade I – Security Department

Email address: hr@centralbank.org.bz or online at www.centralbank.org.bz

(All applications will be held in strict confidence.)

Applicants not meeting the minimum requirements should not apply. Incomplete applications will not be considered.