



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

ASSISTANT MANAGER, OFFICE OF STRATEGY MANAGEMENT

The Central Bank invites qualified individuals to join its Office of Strategy Management.

The Assistant Manager, Office of Strategy Management, is responsible for the development and administration of the communication and public relations functions, and to assist with the development and execution of the Central Bank of Belize's strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in managing the day-to-day operations of the department, ensuring alignment of activities with strategic priorities.
- Assist with monitoring the implementation of the strategic plan and advancing appropriate recommendations to improve execution and maintain alignment.
- Effectively supervise assigned staff, preparing performance targets in line with departmental goals.
- Lead the development and execution of the communication strategy to enhance stakeholder engagement, public confidence and the Bank's reputation.
- Serve as Secretariat for the Central Bank's Communications Committee to promote knowledge-sharing and internal collaboration.
- Oversee the implementation of internal and external communication strategies, ensuring clarity, consistency and alignment with the Bank's brand.
- Serve as key liaison to media, managing inquiries and promoting accurate coverage of the Bank's initiatives.
- Lead the administration of the Bank's digital platforms and continuously improve the communication channels.
- Monitor local and international media and digital platforms to identify emerging issues and opportunities for improved communication.
- Update and maintain a crisis communication plan to ensure coordinated and credible messaging during times of uncertainty.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- Preferred qualification: a master's degree in mass communication or a related field from a recognised university, with at least three (3) years of relevant experience.
- A minimum of a bachelor's degree in mass communication or a related field from a recognised university with at least five (5) years of relevant experience.

TECHNICAL KNOWLEDGE

- Knowledge of the Central Bank Act, Government Guidelines for public sector administration, Bank's policies and procedures, and business and management principles; Excellent communication skills and ability to collaborate with a broad cross section of stakeholders; Knowledge of basic management information systems; and proficiency in Microsoft Office Suite.

COMPETENCIES

- Analytical Ability, Communication, Customer Focus, Digital Ability, Initiative, Interpersonal Relations, Organisational Ability, Problem Solving, Quality of Output, Decision Making, Delegation and Empowerment, Strategic Management.

Submit the following documents by **Wednesday, 16 July 2025**:

- Central Bank Employment Form (available online)
- Curriculum Vitae
- Copies of university transcripts, degrees, and any other personal certificates
- Two (2) current references (one must be from a previous employer)

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize
P O Box 852 or Gabourel Lane
Belize City, BELIZE

Ref: Assistant Manager, Office of Strategy Management

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence.)