



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

HUMAN RESOURCE BUSINESS PARTNER

The Central Bank invites qualified individuals to join its Human Resource Department.

The Human Resource (HR) Business Partner serves as a trusted strategic partner to assigned departments, providing integrated workforce, talent, and organizational solutions that align people strategies with the Central Bank of Belize's strategic and operational objectives. The role provides expert advice and leadership in workforce planning, talent acquisition, organizational effectiveness, succession planning, performance management, leadership development, and workforce capability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Partner with Executive and Department Managers to provide strategic advice on workforce and people-related matters.
- Lead workforce planning, talent reviews, succession planning, capability assessments and workforce risk management initiatives.
- Drive recruitment and talent acquisition strategies aligned with current and future workforce needs.
- Provide expert guidance on performance management, talent management, employee development and workforce effectiveness.
- Conduct organizational and workforce reviews and recommend improvements to structures, roles, capacity and operational effectiveness.
- Support organizational design, restructuring and change initiatives.
- Analyze workforce data and trends to provide evidence-based recommendations and identify opportunities for continuous improvement.
- Prepare workforce reports, business cases, strategic recommendations and people plans to support informed decision-making.
- Lead and develop team members, fostering accountability, collaboration, continuous improvement and high-quality service delivery.
- Perform other HR-related assignments as may be required to support the effective delivery of the Human Resources function and the achievement of the Bank's strategic objectives.

Applicants should possess the following:

EDUCATION AND EXPERIENCE

- A master's degree in human resource management, human resource development, business administration, organisational development, industrial and organisational psychology, management studies, or a related discipline from a recognised university, with at least three (3) years of relevant experience. **OR**
- A minimum of a bachelor's degree in human resource management, human resource development, business administration, organisational development, industrial and organisational psychology, management studies, or a related discipline from a recognized university with at least six (6) years of relevant experience.

TECHNICAL KNOWLEDGE

- Knowledge of the latest trends and developments in human resource administration; Knowledge and experience with the labour laws of Belize, Belize Social Security laws, and the income tax laws; Strong supervisory skills; Proficiency in Microsoft Office Suite.
- Familiarity with the Central Bank of Belize Act, Domestic Banks and Financial Institutions Act, International Banking Act, Credit Unions Act, Moneylenders Act, Money Laundering and Terrorism (Prevention) Act, and their accompanying regulations.

COMPETENCIES

- Communication, analytical ability, job knowledge, organisational ability, problem solving and judgement, quality of output, department, initiative, interpersonal relations, decision making, and strategic management.

Submit the following documents by Wednesday, 16 September 2026:

- CBB Employment Application Form (Available online)
- Curriculum vitae
- Two (2) current professional references
- Copies of university transcripts, degrees, and any other relevant certificates

Only applicants selected for further consideration will be contacted.

Applications should be addressed to:

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

Ref: HR Business Partner- Human Resource Department

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