



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

HR BUSINESS PARTNER - LEARNING & DEVELOPMENT

The Central Bank invites qualified individuals to lead its Human Resources Department.

The HR Business Partner - Learning and Development is responsible for administering a comprehensive learning and development programme; supporting processes to enhance employees' knowledge, skills, abilities, behaviour, and competence in improving performance and job satisfaction; and supporting the Central Bank's business goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with department managers to understand the workforce needs, skills gaps, and projected human resources needs.
- Conduct regular review and analysis of skills and knowledge gaps and ensure alignment of learning and development needs with departmental goals and objectives.
- Source and evaluate training providers, materials, and delivery methods tailored to diverse learning styles and needs.
- Develop and implement an effective mentorship and coaching programme.
- Administer and ensure compliance with the performance appraisal system and approved policies and procedures.
- Produce analytical reports on the execution and effectiveness of the learning and development programme and make recommendations for improvement.
- Analyse learning and development trends and metrics and prepare periodic reports for stakeholders.
- Support the recruitment process through candidate assessment, interviewing, and vetting procedures.
- Establish and monitor KPIs to evaluate the effectiveness of training programs and track progress.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- A master's degree in human resources management, business administration, or a related field from a recognized university with at least three years of relevant experience.
- Minimum qualification is a bachelor's degree in human resource management, management studies, business administration, organizational development, or a related discipline from a recognized university, with at least six years of relevant experience.

TECHNICAL KNOWLEDGE

- Knowledge of latest trends and developments in human resource administration; Knowledge of the Belize's Labour Laws, Social Security Laws, and Income Tax Laws; Familiarity of the Central Bank of Belize Act, Domestic Banks and Financial Institutions Act, International Banking Act, Credit Union Acts, Moneylenders Act, National Payment System Act, and the Money Laundering and Terrorism (Prevention) Act, and their accompanying regulations; Strong supervisory skills; Proficiency in Microsoft Office Suite.

CORE COMPETENCIES

- Analytical Ability, Communication, Customer Focus, Digital Ability, Initiative, Interpersonal Relations, Organisational Ability, Problem Solving/Judgment, Decision Making.

Submit the following documents by **Wednesday, 28 May 2025**:

- CBB Employment Application Form (Available online)
- Curriculum Vitae
- Names of two (2) current references

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize, Gabourel Lane, Belize City, BELIZE

Ref: HR Business Partner- Learning and Development- Human Resources Department

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