



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

LABOUR RELATIONS OFFICER

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

The Labour Relations Officer supports the Central Bank's labour relations functions by serving as a liaison between management, union representatives, and external labour stakeholders. The role ensures the effective administration of collective bargaining agreements, manages union-related activities, and oversees investigations, reporting, and disciplinary processes in accordance with established Bank policies and Belize labour laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide guidance to management on the interpretation and implementation of the Collective Bargaining Agreement.
- Assist in the negotiation of bargaining unit agreements by conducting market data analysis and engaging with bargaining unit representatives.
- Coordinate and provide logistical and administrative support for union-related meetings, documentation, and compliance requirements.
- Act as a liaison to facilitate effective communication and timely resolution of labour matters between management, unions, and external stakeholders.
- Liaise with the Belize Labour Department to ensure compliance with applicable labour laws and regulations.
- Conduct or support investigations into policy breaches, grievances, and disciplinary matters in collaboration with the Human Resources Department.
- Implement tracking systems for union matters to improve monitoring and processing efficiency.
- Maintain professional relationships with trade unions, labour authorities, and industry counterparts to support compliance and information sharing.
- Perform other duties consistent with the functions of the department.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- A minimum qualification of a bachelor's degree in Labour and Employment Relations, Human Resources Administration, Industrial Relations, or a related field from a recognized university. Relevant experience would be an asset.

TECHNICAL KNOWLEDGE

- Familiarity with 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 knowledge and experience with the Labour Laws of Belize, Belize Social Security Laws, and Income Tax Laws; Strong knowledge of collective bargaining processes and investigative procedures; Excellent communication, negotiation, and interpersonal skills; Proficient in Microsoft Office Suite.

COMPETENCIES

- Initiative, Interpersonal Relations, Organizational Ability, Analytical Ability, Communication, Customer Focus, Job Knowledge, Quality of Output, Department, Problem Solving/Judgement.

Submit the following documents by **Wednesday, 11 February 2026**:

- Central Bank Employment Form (available online)
- Curriculum Vitae
- Copies of university transcripts, degrees, and any other personal certificates
- Two (2) current references (at least one must be from a previous or current 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: Labour Relations Officer- Human Resources Department

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