



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

DESKTOP PUBLISHING OFFICER

The Central Bank invites qualified individuals to join its Research and Economic Analysis Department.

The Desktop Publishing Officer plays a key role in the Research and Economic Analysis Department by producing high-quality visual and formatted outputs that effectively communicate economic information to internal and external audiences, ensuring all materials align with the Central Bank's branding and quality standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design, format, and typeset research publications, including the *Annual Report*, *Statistical Digest*, and *Economic Reviews*, primarily using Adobe InDesign and related tools.
- Prepare production-ready materials for print and digital distribution, ensuring visual consistency and adherence to the Central Bank's style guide and branding standards.
- Coordinate publication schedules, including managing mailing lists, approvals, and website uploads.
- Develop visual materials such as brochures, ads, and notices to support the Bank's communication needs.
- Review and maintain the department's web pages, ensuring content accuracy and functionality.
- Provide design and logistical support for Bank-hosted events and workshops, preparing presentation and collateral materials.
- Manage print production and vendor relations, ensuring projects meet quality standards, established timelines, and budget targets.
- Create engaging infographics and presentation layouts using design tools like Canva Pro and Microsoft Publisher.
- Offer publishing and design assistance to other departments as required.
- Perform other duties as required to support the department's functions.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- A preferred qualification of a bachelor's degree in graphic design, visual communication, or a related field from a recognized university, with at least three (3) years of relevant experience in desktop publishing or design roles.
- An associate's degree in graphic design, visual communication, or a related field from a recognized tertiary institution, with at least five (5) years of relevant experience in desktop publishing or design roles.

TECHNICAL KNOWLEDGE

- Proficient in Adobe InDesign, Adobe Illustrator, Adobe Acrobat; Experience using Canva Pro and other modern design tools for infographics, presentations, and visual storytelling; Skilled in preparing materials for both print and digital formats, with knowledge of file formats (PDF, TIFF, EPS), resolution standards (DPI vs. PPI), and colour modes (CMYK vs. RGB); Proficiency in software applications, including Microsoft Suite.

COMPETENCIES

- Digital Ability, Initiative, Interpersonal Relations, Organizational Ability, Analytical Ability, Communication, Customer Focus, Job Knowledge, Quality of Output.

Submit the following documents by **Wednesday, 24 December 2025**:

- 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: Desktop Publishing Officer- Research & Economic Analysis Department

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

(All applications will be held in strict confidence.)