



CIRCULAR MEMORANDUM

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FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional, Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – COORDINATOR, YOUTH ENTREPRENEURSHIP AND ON-THE-JOB SKILLS TRAINING, DEPARTMENT OF YOUTH SERVICES, MINISTRY OF YOUTH, SPORTS AND TRANSPORT

DATE: 14th September 2022

Applications are invited from suitably qualified persons to fill the vacant position of Coordinator, Youth Entrepreneurship and On-The-Job- Skills Training, Department of Youth, Ministry of Youth, Sports and Transport.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for providing strategic vision and leadership in planning, implementing, monitoring and evaluation Entrepreneurship and On-The-Job-Skills and Career Guidance & Job Placement Training programme; formulating and contributing to the development of policies and guidelines in alignment with best practice for the protection and wellbeing of trainees/clients and overseeing the implementation of Positive Behaviour Intervention and Support Programme.

2. NATURE AND SCOPE:

The Coordinator, Youth Entrepreneurship and On-the-Job-Skills Training is responsible for leading the development and implementation of comprehensive Youth Entrepreneurship and On-the-Job-Skills Training programmes within the Department of Youth. Through collaboration with all stakeholders, the Coordinator, Youth Entrepreneurship and On-the-Job-Skills Training provides strategic vision and leadership in planning, implementing, monitoring, and evaluating counselling programmes. The incumbent is expected to develop a strategic plan that identifies the strategies, programs, and timeline for all relevant initiatives.

The Coordinator, Youth Entrepreneurship and On-the-Job-Skills Training provides technical advice and guidance to the Deputy Director, Youth Support Services on matters relating to policy formulation. The incumbent ensures the maintenance of a national database on guidance issues; reviewing and evaluating such data to make recommendations for addressing needs and guiding programmes.

The incumbent is expected to demonstrate experience as a professional with academic content knowledge, coupled with proven experience of designing and driving Entrepreneurship and On-the-Job Skills and Career Guidance & Job Placement programmes and initiatives for the well-being of all trainees/clients. The incumbent is further expected to display the communication skills required to interact with senior and junior personnel within the Department/Ministry, other Government Ministries and Agencies and representatives of local and foreign Entrepreneurship and On-the-Job Skills and Career Guidance & Job Placement agencies and organizations.

3. ANALYSIS OF POSITION:

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **PREPARES** the annual Unit Work Plan by establishing the strategic goals to be achieved and activities to be executed, in consultation with relevant officials to ensure the effective

management, monitoring and evaluation, and continuous improvement in the counselling and life skills program.

2. **PROVIDES** technical advice and guidance to immediate supervisor as it relates to Entrepreneurship and On-the-Job Skills and Career Guidance & Job Place policies and practices in accordance with best practices principles and guidelines, to enable decision making; initiates and advises on the expansion of this service.
3. **MAINTAINS** and updates knowledge of Entrepreneurship and On-the-Job Skills and Career Guidance & Job Placement theories, principles and practices, management and leadership approaches through research and study, to enable the development and/or update of policies, strategies and procedures which support the effective functioning of the Unit.
4. **COLLABORATES** with various Ministry's management team in the development, evaluation and revision of Entrepreneurship and On-the-Job Skills and Career Guidance & Job Placement Programmes through a process of monitoring, analysis and consultation with stakeholders to ensure the effectiveness of programmes, in addressing citizens' wellness.
5. **PREPARES** reports outlining achievements and challenges to keep immediate supervisor informed for decision making, to enable the assessment of the performance of the Entrepreneurship and On-the-Job Skills and Career Guidance & Job Placement programme and the formulation of recommendations for continuous improvement where necessary.
6. **IDENTIFIES** and designs training and learning programmes/workshops for Ministry's Entrepreneurship and On-the-Job Skills and Career Guidance & Job Placement Team by conducting research, networking and developing proposals to secure training/learning opportunities and/or specialist/technical assistance to enable continuous learning and to build an effective and highly motivated team.
7. **REPRESENTS** the Ministry by attending conferences, forums, meetings, seminars, etc. to articulate the Ministry's policy position and to foster networking and alliances for continuous learning opportunities, sourcing assistance and collaboration to achieve goals and objectives.
8. **SUPERVISE** the up-to-date information about local building, construction, mechanical, technical and utility trades' labour market needs and trends.
9. **EVALUATES** the overall performance of the department and the effectiveness of current programmes toward the achievement of the set goals and objectives and reorganizes existing procedures, systems programmes and/or policies and as needed to ensure organizational efficiency and effectiveness; facilitates the publicity of the work of the department and its social impact.
10. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.

B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:

Bachelor's Degree in Entrepreneurship, Human Resource Management, Public Sector Management, Business Administration, or related field.

AND

At least five (5) years' relevant experience working as a Career Guidance and Job Placement Officer or Entrepreneurship Development Officer. Demonstrated inter alia, experience in designing Youth Entrepreneurship and On-the-Job-Skills Training policy and its implementation for the maintaining a comprehensive Youth Entrepreneurship and On-the-Job-Skills Training programme and developing human resource capacity and being a trusted member of a senior level executive team.

C. COMPETENCIES/SKILLS:

- Specialize Training in Youth Entrepreneurship & On-the-Job-Skills Training

- advance training in the management Youth Entrepreneurship and On-the-Job-Skills Training programme
- Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related
- Ability to interface with clinical professionals in reviewing and making sound decisions regarding interventions for clients with psychosocial and behavioural challenges and the related.
- Display qualities of fairness and strong work ethic

4. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

5. REPORTING RESPONSIBILITY:

The Coordinator, Youth Entrepreneurship and On-The Job-Skills Training will report to the Deputy Director, Youth Services, Department of Youth

6. SALARY:

Government pay scale 16 of \$30,171 x 1310 – \$55,061

Interested persons in possession of the required qualification and have the aptitude for the post, are required to submit a complete application, through the Job search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than 30th September 2022.



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

- c:** Director, CITO
President, Public Service Union
President, Association of Public Service Senior Managers