



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

Security Officer Grade III

The Central Bank invites qualified individuals to join its Security Team.

The Security Officer Grade III reports to Security Officers Grades I and II. The Grade III Officer enforces the Central Bank's rules and security procedures and performs assigned duties at different locations in the Central Bank. The Officer is required to work shifts and adhere to the Bank's policies, procedures, and directives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure the security, safety, and well-being of personnel, visitors, and the premises.
- Provide excellent customer service.
- Adhere to all operating standards.
- Complete reports by recording observations, information, occurrences, and surveillance activities.
- Respond to emergencies to provide necessary assistance to employees and visitors.
- Performs other duties assigned from time to time.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- A high school diploma from a recognized secondary school. Previous experience in the police, military, or security field, and small arms would be an asset.

TECHNICAL KNOWLEDGE

- Knowledge of modern security techniques systems; Knowledge of security equipment and law enforcement principles; Ability to perform tasks that require physical strength and agility, bending, climbing, and lifting heavy objects; Proficient in Microsoft Office Suite.

COMPETENCIES

- Analytical Thinking, Diagnostic Information Gathering, Flexibility/Adaptability, Attention to Detail, Managing Performance, Stress-Tolerance, Attention to Communication, and Fostering Teamwork.

Submit the following documents by **Friday, 10 January 2025**:

- CBB Employment Application Form (available online)
- Curriculum Vitae
- Two (2) references (Both must be from a previous or current employer.)
- Certified copies of university transcripts, degrees, and any other professional certificates
- Police Record

SCAN TO APPLY

Applications should be addressed to:

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

Ref: Security Officer Grade III- Security Department

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

