



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

LEGAL OFFICER

The Central Bank of Belize invites qualified individuals to join the Office of the Governor.

The Legal Officer will assist the Legal Counsel in managing the legal risks of the Central Bank of Belize. This role involves supporting the development, implementation, and maintenance of sound legal frameworks, ensuring compliance with relevant legislation, and providing legal guidance across the various departments within the organisation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with research and develop recommendations to advise the board and management on legal issues.
- Support the development of strategies to manage the Central Bank's legal risk exposure.
- Assist in revising legislative frameworks to address legal gaps due to evolving domestic and global conditions.
- Assist with reviewing reports related to supervision, compliance, and other relevant matters to ensure alignment with legal mandates.
- Assist in preparing and reviewing legal documents, including agreements and other documents necessary for the Central Bank's activities.
- Represent the Central Bank in various meetings and working groups on legal and regulatory issues.
- Prepare advice and support to the Legal Counsel on matters related to the operations of the Central Bank.
- Assist in preparing and monitoring the department's annual budget.
- Perform other duties related to the portfolio that may be assigned.

The Applicant should possess the following:

EDUCATION AND EXPERIENCE

- A Legal Education Certificate, with
- A Bachelor of Laws (LLB) degree from an accredited educational institution;
- Experience in a legal role, preferably in a regulatory or financial institution, would be an asset.

TECHNICAL KNOWLEDGE

- Knowledge of the Central Bank Act and other legislations under which the Bank operates, and sound knowledge in preparation of contracts and other legal documents.

CORE COMPETENCIES

- Analytical Ability, Communication, Customer Focus, Department, Digital Ability, Initiative, Interpersonal Relations, Organizational Ability, Problem Solving, Punctuality & Attendance, Quality Output, Decision Making, Strategic Management, Job Knowledge.

Submit the following documents by **Friday, 19 January 2025**:

- Central Bank Employment Application Form (available online)
- Curriculum Vitae
- Names of two (2) current references
- Copies of university transcripts, degrees, and any other personal certificates

Applications should be addressed to:

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

Ref: Legal Officer- Office of the Governor

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