



VACANCY NOTICE

The Ministry of Education, Culture, Science and Technology invites applications from suitably qualified professionals for the post of **Corporate Secretary**, National Accreditation Council of Belize.

Purpose of Post

To provide the relevant support for the legal compliance of the National Accreditation Council of Belize. This will be done in conjunction with the National Accreditation Council of Belize and the established Tertiary and Post-Secondary Education Services Unit which manages the tertiary education and national human resource development for the country.

Essential Duties and Responsibilities

1. Serve as the secretary to the Board of Directors and the NACB
2. Coordinate the formal review of the mission, vision goals and objectives of the with stakeholder participation NACB.
3. Draft standards, policies and regulations in consultation with stakeholders and expertise of the NACB.
4. Coordinate and provide legal advice on all matters related to NACB and its customers
5. Ensure compliance with relevant regulations
6. Provide secretarial support to all technical and ad-hoc committees of the Board of the NACB
7. Support the training and development of board directors
8. Handle all matters with transparency, integrity and accuracy
9. Liaise with relevant personnel for marketing and communication of NACB
10. Maintain the database for Institution registration
11. Manage the use of the NACB Seal

Minimum Qualifications

A Bachelor's Degree in Business Management or in Law or Paralegal studies

Skills and Experience Required

Detail oriented, presentation, documentation, committee management/team work and cooperation, analytical, communication (i) written/oral, research, digital proficiency.

Years of Experience in Administration Post Level (if applicable): 2-3 years

Years of Experience in Related Field: Compliance – private or public sector

Candidates not to exceed forty-five (45) years of age.

Salary

Commensurate with relevant experience and qualifications

Selection Process

Applications will be reviewed, and shortlisted candidates will be contacted for an interview via email or telephone number

The interview process may include a presentation, a second interview, etc.

Interested persons who consider that they have met the qualifications stated and have the aptitude for post of this nature are requested to submit complete application package along with two letters of reference to the

**Director,
Tertiary Education Unit,
Ministry of Education, Culture, Science and Technology,
West Block Building, Independence Plaza, Belmopan, Belize.**

or forward via email

**yvonne.palma@moe.gov.bz or PalmaYv@gobmail.gov.bz
no later than **Monday, February 19, 2024.****

Ends