



CIRCULAR MEMORANDUM

NO. 62 OF 2024

MY REF: STAFF/GEN/10/05/24 (49)

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and 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 – RESEARCHER/PLANNER, POLICY, PLANNING, RESEARCH AND EVALUATION UNIT (PPRE), MINISTRY OF EDUCATION, CULTURE, SCIENCE AND TECHNOLOGY

DATE: 15th August 2024

Applications are invited from suitably qualified persons to fill the vacant post of Researcher/Planner at the Policy, Planning, Research and Evaluation Unit (PPRE).

A. BASIC PURPOSE OF POSITION:

The Researcher/Planner is required to support activities of the Policy, Planning, Research and Evaluation Unit by conducting research and evaluation activities and contribute to the analysis and reporting of datasets in support of policy and project development, service planning and performance management. The incumbent will be required to work with stakeholders to strengthen their capacity in data collection and data management through the conduct of onside training.

The Researcher/Planner focused on the reporting functions and processes that enable the department to measure and evaluate educational programs, design research projects; monitoring and ensuring evaluations including analysis, coordination, consultation, and project management to support the core processes of strategic, business, and operational planning and reporting. This position is delegated considerable independence to determine areas of focus, exercising judgement when assessing needs and priorities, researching, analyzing, and presenting information and recommendations to ministry decision-maker.

The incumbent must display excellent interpersonal communication skills and must be able to interact productively with colleagues within the Unit, as well as with personnel from other Government Ministries, Department and Agencies.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Researcher/Planner:

1. **COLLABORATES** with the Statistician to design and develop effective data collection instruments, such as interviews, questionnaires, experiments, etc. to collect relevant data on extant educational programmes.

2. RESEARCHES and develops, or provides assistance in the formulation of comprehensive planning programmes, projects, and/or studies; identifies gaps and conduct needs assessments.
3. PREPARES projects/programmes implementation timeline and liaises with stakeholders to roll out the projects/programmes.
4. COORDINATES with consultants and inter and intra Ministerial personnel to implement programmes/projects; prepares budgets for project/programme implementation.
5. SUPERVISES projects/programmes implementation in various locations across the country.
6. ANALYZES data collected as part of programme evaluation; develops reports, including programme recommendations.
7. REVIEWS Primary School Examinations statistics to identify top performing and under-performing school and prepare listing of such schools for management.
8. PROVIDES technical assistance and training to end users, such as Ministry of Education staff as well as school principals and teachers, in the proper use of applications.
9. ASSISTS in the preparation of the Unit's annual publications such as the Education Statistical Digest, Abstracts of Education Statistics, Education Statistics at a Glance, Directory of Schools in Belize, etc.
10. FACILITATES requests for information from within the Ministry as well as from other stakeholders both local and foreign.
11. REPRESENTS the Ministry at seminars and conference as well as on various committees.

C. QUALIFICATIONS/ EXPERIENCE:

Essential:

1. Recognized Master's degree in Statistics, Mathematics or a Social Science discipline with substantial courses in Applied Statistics;

plus

2. Specialized training in data analysis; knowledge of research and research methodology, Proficient with use of word processing and Microsoft Excel; experience with statistical software analysis programmes.

Plus

3. At least three years' experience as a research analyst. Knowledge of Belize's education system up to the secondary level is preferred. Demonstrated ability to work effectively with staff from various parts of a school system.

D. REPORTING RESPONSIBLY:

The Researcher/Planner will report directly to the Director, Policy and Planning.

E. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions which may be issued from time to time.

F. SALARY:

Government of Belize Pay scale 21 of \$38,106 x 1644 – \$69,342 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package 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 August, 2024.

A handwritten signature in blue ink, appearing to read 'R. Zetina', with a long horizontal stroke extending to the right.

ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER