



## **VACANCY NOTICE**

### **LEGISLATURE – NATIONAL ASSEMBLY**

#### **POSITION: DEPUTY CLERK**

Applications are invited from suitable qualified persons to fill (1) position of **Deputy Clerk** for the Legislature at the National Assembly.

The National Assembly is the Legislature or Parliament of Belize. It consists of two Houses, that is, the Senate (Upper House) and the House of Representatives (Lower House). The thirty-one (31) Members of the House of Representatives are elected in a general election under the provisions of the Representation of the People Act. Meanwhile, the thirteen (13) Members of the Senate are nominated and appointed by the Governor General of Belize, in accordance with the Constitution of Belize.

The National Assembly Staff (Conditions of Service) Regulations, 2003, define how staff of the National Assembly are governed.

#### **Basic Purpose of Position:**

#### **Overview of the Position**

The Deputy Clerk of the National Assembly of Belize (the Parliament) is a senior administrative and procedural officer of the parliament, supporting the Clerk of Parliament in managing the operations of the legislature. The role of the Deputy Clerk is essential in ensuring efficient conduct of parliamentary procedures, effective administration of parliamentary matters and to provide for continued operational management in the absence of the Clerk of the National Assembly.

### **1. Essential Duties and Responsibilities**

#### **1. Procedural Support**

- Assists the Clerk in advising the Presiding Officers, Members of Parliament (MPs), and parliamentary committees on rules, procedures, and constitutional matters
- Supports the preparation and review of parliamentary agendas, order papers, reports and minutes of proceedings.
- Assists the Clerk in ensuring all MPs receive the Order Papers and all relevant documents required for House and Senate meetings
- Assists the Clerk in ensuring that notices and communiques are issued before every sitting of the House of Representatives, Senate and Parliamentary Committee Meetings
- Ensures compliance with parliamentary rules, standing orders, and constitutional provisions
- Ensures the proper records management and maintenance of official parliamentary debates (Hansard) and other legislative documents
- Deputizes for the Clerk when needed on all procedural and legislative support to members of parliament

#### **2. Administrative and Management Responsibilities**

- Assists the Clerk with the day-to-day administration of the Parliament and its staff
- Supervises parliamentary staff, ensuring efficiency and professionalism
- Works with the Clerk on recommendations for the development of processes and administration of the National Assembly and its staff
- Coordinates parliamentary budgets, financial management, and resource allocation for the Legislature and
- Assists the Clerk with the development of annual budget estimates

#### **3. Coordination and Public Engagement**

- Acts as the primary liaison officer between Parliament and the executive, judiciary, and other stakeholders
- Facilitates communication between the House and the Senate, parliament and the public, including media relations

- Oversees the visits, outreach programs, and educational initiatives to promote public understanding of the parliament's work.
- Works with the Clerk on Branch Secretary duties for the Commonwealth Parliamentary Association and its networks, FOPREL, Inter-Parliamentary Union, ParlAmericas and any other parliamentary networks where applicable and identified by the Clerk
- Serves as Secretary to the National Assembly Staff Committee

#### **4. Support to Parliamentary Committees**

- Works with the Clerk to Committees and provides administrative and procedural support to parliamentary committees
- Ensures proper documentation of committee meetings, reports, and recommendations
- Advises committee chairs and members on best practices for conducting inquiries and debates

## **2. The Candidate should possess the following qualifications and skills:**

### **Skills and Experience Required:**

- Strong knowledge of constitutional law, parliamentary procedures, and governance would be an asset
- Good organizational, leadership, and communication skills
- Experience in legal, administrative, or legislative affairs
- Ability to work in a politically neutral and professional manner
- Strong research and analytical skills
- Minimum of 5 years in Supervisory or Management Level
- Fluency and competency in the English Language. Working knowledge of the Spanish language would be an asset

### **Reporting/Supervisory Responsibility:**

- Accountable to the Clerk, Presiding Officers and the National Assembly Staff Committee
- Liaises regularly with the Cabinet Secretary for meetings of the House of Representatives and the Senate.
- Annual Performance Appraisal is conducted by the Clerk of the National Assembly

### **Special Work Conditions (where applicable):**

The Deputy Clerk of the National Assembly works in a unique and highly demanding environment that requires flexibility, confidentiality and political neutrality. The Deputy Clerk often works beyond regular office hours especially during parliamentary sessions, debates and committee meetings. The Deputy Clerk may be required to work weekends, holidays, late nights or early mornings depending on parliamentary schedules. The Deputy Clerk must handle confidential government and legislative information with discretion and is expected to remain impartial and professional despite political tensions and disagreements.

### **Academic Qualification:**

- Bachelor's degree in Business Administration, Public Administration Management or Organizational Management
- Parliamentary Procedures Training at the Certificate Level would be an asset

## **3. Salary:**

Equivalent to Government's Payscale 24 of \$42,000 x 1,644 - \$73,236 per annum.

## **Deadline for applications**

Interested persons who are in possession of the required qualification and experience and have the aptitude for the post of this nature are requested to submit a complete application package which must include a cover letter, curriculum vitae, copies of relevant qualifications, a copy of a recent Police record to **The Clerk, National Assembly, Price Centre Road, Belmopan**, no later than **5<sup>th</sup> September, 2025**.