



VACANCY NOTICE

LEGISLATURE – NATIONAL ASSEMBLY

POSITION: PARLIAMENTARY OFFICER I

Applications are invited from suitable qualified persons to fill one (1) position of **Parliamentary Officer I** 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:

To provide administrative support to members of the House, track bills, motions, committee meetings and outcomes for record-keeping, support the Clerk and the Presiding Officer in the management of meetings and provide guidance on parliamentary meeting and administrative matters as needed

1. Essential Duties and Responsibilities

1. General typing of letters, memos, Notices as it relates to the House
2. Provide technical/administrative support to Members as required
3. Transcribe, edit and compile verbatim for of House/ Committee meetings
4. Compile speeches of Members of the House
5. Amend the House and Committee Room Law Books up to the month after publication of new Acts
6. Prepare Orders of the Day for the House
7. Prepare Notes for the Speaker, Deputy Speaker, Prime Minister and all other member notes required for the House meetings/
8. Prepare Minutes/Reports of the House / Committee Meetings
9. Assist with the packaging of documents for House/Senate meetings when the need arise
10. Attend to visitors at the National Assembly
11. Amend Bills for the House/Senate (Deliver to Senior Clerk Assistant for vetting)
12. Coordinate with the Senior Clerk Assistant on all matters relating to the sitting of the House/Senate
13. Assist with preparation of conferences, seminars and meetings
14. Updating of Act Book, Bill Book and Sessional Paper Books
15. Assist with research from time to time
16. Create reports for the Speaker/Deputy Speaker and President
17. In the absence of any Parliamentary Officer of either House task will be reassigned temporarily
18. Any other duties assigned from time to time

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

Skills and Experience Required:

Skills, Knowledge and Abilities

Good knowledge of practices and procedures of the National Assembly. Have general knowledge of the functions of various government ministries/departments. Computer literate and proficient in the application of word processing and spreadsheet.

Aptitude

Good learning abilities, general clerical knowledge, verbal and writing ability in English. Have good public relations skills and be professional. Years of Experience in Related Field: **A minimum of three (3) years of legislative work experience will be an asset.**

3. Academic Qualification:

Minimum an Associate's Degree in General Studies; Secretarial Studies. Information Technology would be an asset; must possess English Language CXC General Proficiency I/II/III passes with **a minimum of three (3) years of legislative work experience.**

4. Salary:

Equivalent to Government's Payscale 12 of \$22,557 x 1,014 - \$41,823 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 **24th October, 2025**.