



# EMPLOYMENT OPPORTUNITY

The Statistical Institute of Belize is seeking a resourceful, results-driven and qualified candidate to fill a vacant **TEMPORARY** position of **EXECUTIVE ASSISTANT**, for a period of **ONE YEAR** within the **Director General's Office**.

## Reports to:

Director- General & Deputy Director-General

## Duty Station:

Belmopan



## Essential Duties and Responsibilities:

- 1. Provide confidential secretarial and administrative support to the Director-General, Deputy Director General and the Board of Directors:**
  - Schedule meetings, prepare agenda and minutes of meetings, and other documents for Board of Director's meetings, including management sub-committee meetings;
  - Assist with the coordination of management and general staff meetings;
  - Schedule and plan for Director-General and Deputy Director-General's participation in international conferences and meetings.
  - Receive, review and record phone, e-mail and written requests for the Director-General and Deputy Director General's time;
  - Accept and make calls on behalf of the Director-General and Deputy Director General;
  - Assist in the preparation of presentations;
  - Arrange travel schedule and logistics for the Director-General and Deputy-Director General;
- 2. Clerical:**
  - Prepare, proofread and edit all outgoing correspondence on behalf of the Director-General and Deputy Director-General;
  - Mail or e-mail, file and copy documents.
- 3. Customer Service:**
  - Direct requests to appropriate sources in the absence of the Director-General and Deputy Director-General;
  - Receive visitors on behalf of the Director-General and Deputy Director-General.
- 4. Project Support:**
  - Assist with organizing logistics and managing invitations for meetings, workshops, launches and other activities hosted by the SIB as part of its various projects.
- 5. International Training Support:**
  - Communicate with organizers of international meetings and workshops on behalf of the Director General's office, provide official confirmation of SIB participants and obtain funding details from event sponsors.
- 6. Any other relevant duties assigned by the Director-General and Deputy Director-General for the effective functioning of the DG's office and the institute.**

## Educational and Professional Requirements:

- Associate degree in Business Administration, Public Administration or equivalent.
- At least three years' experience providing support at an executive level.
- Strong interpersonal, organizational and communication skills (verbal and written).
- Ability to handle highly sensitive information and maintain absolute confidentiality.
- Experience and proficiency in use of Microsoft Office Suite.
- Professional and positive attitude.
- Excellent organizational skills with particular attention to detail.
- Excellent time and workload management skills and ability to meet strict deadlines.

Application letter together with curriculum vitae, two (2) recent reference letters, certified copies of academic transcripts and certificates and a recent police record must be submitted by **Friday, June 5th, 2026** to:

## HUMAN RESOURCES MANAGER Statistical Institute of Belize

1902 Constitution Drive, Belmopan OR Email Address: [anoralez@mail.sib.org.bz](mailto:anoralez@mail.sib.org.bz)

**Ref: Executive Assistant, Director-General's Office**

*All applications will be held in strict confidence | Only shortlisted applicants will be contacted for an interview*