



Belize Agricultural Health Authority

The Belize Agricultural Health Authority invites applications from suitably qualified candidates to fill the following position:

Human Resource Officer

Minimum qualification and skills: Bachelor's Degree in Human Resource Management, Business Management or Business Administration or related field with five (5) years relevant work experience.

Competencies:

1. Strong work ethics, practices, and integrity.
2. Excellent inter-personal and organizational skills.
3. Fluent in written and spoken English and working knowledge of Spanish.
4. Strong computer skills particularly in Microsoft 365.
5. Highly motivated team player who takes initiative.
6. Excellent time management skills.
7. Excellent reporting skills.
8. Knowledge of the Labour Laws.

The primary function of the Human Resource Officer is to support the operations of the following human resources (HR) functions: recruitment and selection, professional development and training, performance management, compensation and benefits, labour relations, occupational safety and health and Human Resource research.

Refer to the BAHA website for a list of duties.

Salary: BAHA Pay Scale 16 of 2016: **\$26,351.52 x 1,137.12 – \$47,956.80**

Station of Duty: BAHA Headquarters, Belmopan

Interested persons may submit letter of application, résumé, proof of qualification, official transcript, two recent reference letters (within six months from application date) and a valid police record, no later than Tuesday, June 25, 2024 to:

Human Resource Director

Belize Agricultural Health Authority

P.O. Box 169, Cor. Hummingbird Hwy. & Forest Dr., Belmopan, Belize

Phone: 501-8220197, e-mail: baha@btl.net, website: www.baha.org.bz

Only shortlisted candidates will be contacted for an interview by Friday, July 5, 2024.