



Belize Agricultural Health Authority

JOB DESCRIPTION

JOB TITLE:	Veterinary Officer
ORGANIZATIONAL UNIT:	Animal Health Department
REPORTS TO:	Technical Director - Animal Health and/or Deputy Technical Director – Animal Health
SALARY SCALE:	BAHA Pay Scale 21: (\$32,304 x 1,392 – 58,752)
REVISED:	November 2024

JOB SUMMARY: Perform administrative, supervisory, and technical functions in the execution of duties as a BAHA veterinary officer/ World Organization for Animal Health (WOAH) Focal Point.

PERFORMANCE REQUIREMENTS AND STANDARDS:

Minimum Qualification and Experience Requirements:

1. A first degree in veterinary medicine and surgery (DVM).
2. Registered veterinary surgeon in Belize.
3. Computer literate particularly in Microsoft Suite, TADinfo, and GIS. Knowledge of other programs and software is an asset.
4. Experience working with the livestock industry.

COMPETENCIES:

1. Strong professional work ethics and practices, honesty, and integrity.
2. Strong public relations, inter-personal, and written and verbal communication skills.
3. Fluent in written and spoken English and Spanish.
4. Highly motivated team player who takes initiative.
5. Valid driver's license.

WORKING CONDITIONS:

1. Require rabies pre-exposure vaccination.
2. Perform key job responsibilities at organizational unit.
3. BAHA to provide personal protective equipment: overalls, boots, goggles, and mask.



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4. Normal hours of duty shall be Monday to Thursday 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m. with one (1) hour lunch break. May be required to work outside these hours, on weekends and on public and bank holidays.
5. This post is subject to all other employment policies and procedures as laid out in BAHA's Terms and Conditions of Service 2007.

SCOPE OF RESPONSIBILITY:

Technical, administrative, and supervisory

1. All that is related to passive and active animal disease surveillance, investigations & epidemiology.
2. All that is related to animal health education (policy makers, technical officers, farmers).
3. All that is related to trade/market access (import risk analysis, site visit, imports, exports, legislation, enforcement actions).
4. All that is related to providing information and data for epidemiological analysis.
5. All that is related to preparatory measures for disease control, emergency response,
6. All that is related to the administrative supervision of animal health department staff at the designated workstation.
7. All that is related to the enforcement of animal health regulations.
8. All that is related to the inspection of slaughter process and meats.

KEY JOB RESPONSIBILITIES:

Administrative and Supervisory

1. In conjunction with the respective Technical Director, be responsible for supervision of animal health department staff stationed at the designated office and ensure adherence to BAHA Terms and Conditions of Service 2007, BAHA Vehicle Policy, and any other directives governing staff behavior provided by the Managing Director. This includes, but is not limited to, Animal Health Assistants.
2. Perform actively in the annual performance review of all staff under supervision.

3. Report to respective Technical Director of Animal Health and/or Deputy Technical Director of Animal Health as required: weekly, monthly, quarterly, annually on administrative matters.

Technical:

Specific:

Veterinary Officer Duties:

1. Provide clinical expertise in the prevention, diagnosis, treatment, control of spread, and epidemiology of diseases.
2. Perform the duties of Porcine, Equine, and Wildlife Health Coordinator, including preparation and execution of related health programs.
3. Establish and implement an emergency preparedness response and control plan as part of the Porcine, Equine, and Wildlife Health Program
4. Ensure that a One Health approach is used in the planning of animal health programs.
5. Inspect quarantine locations prior to the importation of porcine and equines for breeding; follow up on improvements made to quarantine facilities, etc., inspection of records and recordkeeping,
6. Plan and execute the Porcine, Equine, and Wildlife Health Programs including but not limited to:
 - Establishment of methods of risk analysis
 - Establishment and implementation of methods for collection of data, sampling, etc.
 - Establishment and implementation of surveillance and quarantine procedures
 - Establish notification procedures and provision of information to the WOAHE Delegate.
 - Develop Standard Operating Procedures for addressing suspected and confirmed cases of Notifiable and Reportable Porcine, Equine, and Wildlife Diseases
 - Develop communication strategies to ensure public awareness of biosecurity, porcine and wildlife diseases.

- Assist with the preparation and implementation of disease control related programs related to porcine, equine, and wildlife.
7. Participate in traceability programs related to porcine and equine animals.
 8. Liaise with the Pig Council of Belize to commence formulating a porcine traceability proposal for Belize.
 9. Conduct disease surveillance, particularly for species assigned by Technical Director.
 10. Preparation and planning for disease outbreak control as assigned by the Technical Director.
 11. Participate in official Prevention and Control programs as assigned by the Technical Director.
 12. General oversight of Food Safety Processes including:
 - Monthly supervisory visits at the various slaughter facilities registered by BAHA in specific district(s).
 - Ensure that Food Safety Inspectors are at the slaughter facilities when slaughter is carried out.
 - Monitor logbook at the slaughter facilities to ensure that the FSIs are signing in and out of the plant.
 - Review ante-mortem inspection forms on a weekly basis.
 - Inform the Technical Director of Food Safety and Animal Health of any issues relevant to FSIs, processes, etc.
 13. Imports/exports: Inspect animals for importation at points of entry and approve quarantine stations. Carry out weekly quarantine inspections, as needed.
 14. Conduct Import Risk analyses and site visits in collaboration with other officers and departments for terrestrial and aquatic animals, and products of animal origin.
 15. Issue International Veterinary Certificate, Compliance Certificates.
 16. Ensure that animal welfare is considered throughout all programs and projects implemented.

Other Responsibilities:

1. Foster collaborative efforts with industry and other related stakeholders for the proper execution of the laws and regulations governing Animal Health and Food Safety.



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2. Assist in the implementation of BAHA's communication strategy (sensitization, training, risk communication, public awareness and education) with BAHA stakeholders (e.g. policy makers, technical officers and farmers);
3. Liaise with foreign competent authority, government and non-government departments, international organizations as required by the Technical Director.
4. Any other animal health issues such as but not limited to farm visits, treatments, consultancies, that may be assigned by the Technical Director of Animal Health.
5. Assist with the formulation of enabling legislation.
6. Function as the focal point for: Wildlife to the World Organisation for Animal Health.
7. Function as the focal point for porcine health, and equine health in Belize.
8. Function as the Animal Health Department representative on the following committees: any committee assigned to in writing
9. Any other relevant duty that may be assigned from time to time.