



## *Belize Agricultural Health Authority*

---

### **JOB DESCRIPTION**

**JOB TITLE:** Plant Health Officer (PHO)  
**ORGANIZATIONAL UNIT:** Plant Health Department  
**STATION:** Central Farm  
**REPORTS TO:** Technical Director, Plant Health  
**SALARY SCALE:** Pay Scale 10 BAHA of 2016: \$17,810.76 x 852.84 - \$34,014.72  
**REVISED:** March 2025

**JOB SUMMARY:** Conduct Plant Health activities in the areas of pest surveillance, inspection and certification, diagnostics, pest control/eradication, public relations, and general plant health related field work.

### **PERFORMANCE REQUIREMENTS AND STANDARDS:**

**Minimum Qualification and Experience Requirements:** Associate Degree in Agricultural Science or Biology.

#### **Competencies:**

1. Superior work ethics, honesty and integrity.
2. Excellent interpersonal skills.
3. Fluent in written and spoken English and working knowledge of Spanish.
4. Strong computer skills particularly in Microsoft Word and Excel.
5. Excellent time management skills.
6. Ability to perform field work with minimal supervision.
7. Capacity and flexibility to work in remote areas
8. Highly motivated team player who takes initiative.
9. Valid class "A" driver's license.

#### **Working Conditions:**

1. Perform key job responsibilities for the Plant Health Department throughout the country.
2. This post is subject to transfer throughout the country.
3. Normal hours of duty shall be 8:00 a.m. to 5:00 p.m., Mondays to Thursdays and 8:00 a.m. to 4:30 on Fridays.

## ***Belize Agricultural Health Authority***

---

4. The PHO may be required to work outside the normal working hours described above and such work shall be compensated in accordance with the BAHA-PSU Collective Bargaining Agreement.
5. This post is subject to all other employment policies and procedures as laid out in BAHA-PSU Collective Bargaining Agreement.

### **Role and Scope of Responsibility**

The PHO is a field technician who conducts phytosanitary surveillance for quarantine pests or pests of economic importance, inspects and certifies imports/exports, issues phytosanitary certificates, and executes pest control/eradication activities. The officer may also be assigned laboratory functions as needed.

The Technical Director of the Plant Health Department is the immediate supervisor of the PHO and oversees the day-to-day work activities of the PHO. The PHO does not exercise supervisory responsibility.

### **KEY JOB RESPONSIBILITIES**

1. Conduct phytosanitary surveillance for key established pests of economic importance and quarantine pests.
2. Conduct field and packinghouse inspections and certification for exported commodities.
3. Issue phytosanitary certificates for plant and plant products.
4. Conduct inspection of imported commodities e.g., lumber, meristems etc.
5. Conduct inspection and certification of nurseries.
6. Collect field samples when necessary.
7. Assist the Ministry of Agriculture, Food Security and Enterprise when necessary.
8. Assist in certain laboratory diagnostic work as assigned by immediate supervisor.
9. Provide assistance during pest control/eradication campaigns, as well as internal quarantine operations when sanitary and phytosanitary emergencies arise.
10. Assist in providing training related to plant protection to farmers or other stakeholders.
11. Assist other departments of BAHA when called upon e.g., market surveillance with Quarantine.
12. Submit monthly reports and weekly schedules.
13. Abide by the department's established working procedures.
14. Require to attend relevant national and international trainings carried out by BAHA/OIRSA and other relevant partner agencies.

## ***Belize Agricultural Health Authority***

---

15. Endeavour to maintain up to date job related information.
16. Assist in public relations activities that promotes the work of the department and BAHA.
17. Assist in any other duties that may be assigned from time to time.