

	JOB PROFILE AND DESCRIPTION		
	Page 1 of 7	Document Number: HR/JPD/009	Issue date: May 16, 2011
	Revision Number: 2	Approved By: Human Resource Director	Last Revised: September 24, 2025

JOB TITLE: Deputy Technical Director (DTD)
ORGANIZATIONAL UNIT: Central Investigation Unit, Food Safety Department
REPORTS TO: Technical Director, Food Safety Department
SALARY SCALE: BAHA Pay Scale 21 \$33,273.12 x 1,433.76 – \$60,514.56

JOB SUMMARY: This position serves as Deputy Technical Director (DTD) of the Food Safety Department.

PERFORMANCE REQUIREMENTS AND STANDARDS:

Minimum Qualification, Experience Requirements:

1. A Master's degree in Food Safety, Food Science and Technology, Public Health, Veterinary Public Health, Natural Science; **OR**
2. A first degree in Veterinary Medicine and Surgery; **and**
3. Three (3) years of management experience in at least one of the following areas: quality assurance in food production, food safety inspection and audit, food safety risk assessment, monitoring of food safety contaminants and chemical residues.

Competencies:

1. Strong work ethics, practices, honesty and integrity;
2. Excellent interpersonal and organizational skills;
3. Fluent in written and spoken English and working knowledge of Spanish;
4. Strong computer skills, particularly in Microsoft 365;
5. Strong public relations skills;
6. Good management skills;
7. Sound knowledge of Food Safety Management Systems – Good Manufacturing Practices, HACCP, Good Agricultural Practices, and Good Livestock Management Practices;
8. Experience in conducting internal and/or external food safety inspections and audits;
9. Knowledge in the use of Codex texts;
10. Knowledge of the food safety hazards associated with various food and food animal production systems;
11. Knowledge of regulatory controls for importation and exportation of food commodities;
12. Sound knowledge of the principles of Risk-based inspection;
13. Working knowledge of the WTO SPS agreement;
14. Ability to read and interpret regulations;
15. Ability to follow instructions;

	JOB PROFILE AND DESCRIPTION		
	Page 2 of 7	Document Number: HR/JPD/009	Issue date: May 16, 2011
	Revision Number: 2	Approved By: Human Resource Director	Last Revised: September 24, 2025

16. Ability to work under a confidentiality agreement;
17. Highly motivated team player who takes initiative;
18. Valid class “A” driver’s license.

Working Conditions:

1. Perform key job responsibilities at the organizational unit;
2. Normal hours of duty shall be Monday to Thursday, 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:30 p.m. on Friday, with one (1) hour lunch break. May be required to work outside these hours, on weekends and on public and bank holidays;
3. This post is subject to all other employment policies and procedures as laid out in BAHA Terms and Conditions of Employment and BAHA-PSU Collective Bargaining Agreement (2023-2026).

Scope of Responsibility:

The role of the DTD, Food Safety Services, is both managerial and technical in nature. As a manager, the DTD is responsible to deputize for the Technical Director in the administrative, technical and managerial functions of the food safety department and provides direction and oversight for identified food safety activities.

In particular, the post oversees and directs issues and activities related to inspection and audit and assists with oversight of other activities under the Organogram that outlines the functional organization of the food safety department. These include export certification, import regulation, food safety inspections and audits, food safety monitoring programs, and food laboratory. Additionally, the deputy assists in the following areas: project management, liaisons with national and international partners, legislation and public education for policy makers, technical officers, consumers and producers.

Deputy Technical Director

Technical, administrative and managerial – deputize for the Technical Director of Food Safety in any or all of the following areas:

1. All that is related to inspections (producers, processors, imported products).
2. All that is related to export and import regulation (import risk analysis, site visit, import permits, export certification, evaluations of equivalence, drafting of policy and legislation, enforcement actions).
3. All that is related to food safety monitoring and surveillance programs (sampling plans for priority commodities for microbiological and chemical hazards, /Antimicrobial Resistance)

	JOB PROFILE AND DESCRIPTION		
	Page 3 of 7	Document Number: HR/JPD/009	Issue date: May 16, 2011
	Revision Number: 2	Approved By: Human Resource Director	Last Revised: September 24, 2025

4. All that is related to laboratory support (food microbiology, chemical residues, submissions to referral laboratories).
5. All that is related to audits and certification (sanitary programs (GMP, SSOP, HACCP)).
6. All that is related to education (policy makers, technical officers, processors, farmers).
7. All that is related to risk analysis (new or novel importations, high-risk food products, international sanitary audits).
8. Liaisons on matters related to foreign competent authority, government and non-government departments, and international organizations.

KEY JOB RESPONSIBILITIES

Assist the Technical Director in the overall administration and management of the food safety department in the following areas:

Administrative and Managerial

1. Management of the department:
 - a. Assist in the drafting and management of the annual fiscal work plan and budget, including revenue projections.
 - b. Assist with the management of the Department's Human Resources (orientation, training, mentoring, evaluating, recommending disciplinary action, etc.).
 - c. Assist with the administration of all staff obligations and responsibilities in compliance with provisions as laid out in the BAHA Terms and Conditions of Service and BAHA-PSU Collective Bargaining Agreement (2023-2026).
 - d. Accountable for all financial procedures as executed by the department.
 - e. Supervise the daily operations of the department staff.
 - f. Assist with investigations into alleged misconduct of staff.
 - g. Fulfill supervisory role.
 - h. Assist with responsibilities in the execution of projects/grants.
 - i. Assist with oversight of financial policies, processes and procedures, including but not limited to managing financial resources prudently.
2. Maintain confidentiality on sensitive issues.
3. Assist in preparing and submitting weekly, monthly, quarterly, and annual technical reports on achievements of the approved annual fiscal work plan.
4. Deputize for the Technical Director when he/she is on duty leave, sick leave, vacation leave or other approved leaves.

	JOB PROFILE AND DESCRIPTION		
	Page 4 of 7	Document Number: HR/JPD/009	Issue date: May 16, 2011
	Revision Number: 2	Approved By: Human Resource Director	Last Revised: September 24, 2025

5. Collaborate with other Technical Officers of BAHA to ensure the execution of the BAHA mandate.
6. Serve as a member of the management team and deputize for the Technical Director as the need may arise.

Technical:

Support/Assist and deputize for the technical director in technical related aspects of the food safety department, including:

1. Administration and enforcement of the provisions as stated in Part II Section 5 (q), Part XIII Section 86(1) (oo) & (uu), any other section as stated in the BAHA Act, BAHA Food Safety Regulations, 2001, S.I. No. 25 and all subsequent regulations.
2. Development of regulations, compliance policy, position papers, regulatory guidelines, and advisory opinions on food safety issues in Belize.
3. Development, implementation, and management of voluntary and mandatory food safety programs, in coordination with other relevant regulatory bodies.
4. Coordination of the development and approval of annual inspection plans for food establishments.
5. Oversight of the approval process for registration (and reregistration) of food establishments and the establishment of eligibility criteria for the same.
6. Supervision of the daily operations of food safety inspectors.
7. Identification of training needs for Food Safety inspectors and other technical officers.
8. Provision of technical support for Food Safety inspectors and other technical officers.
9. Development of training programs to ensure that Food Safety inspectors and other technical officers are adequately trained in the competencies required for the post.
10. Evaluation of the competencies of Food Safety Inspectors for the various functions for which they are responsible.
11. Administration of the Hazard Analysis and Critical Control Point (HACCP) Audit program for food processing establishments in Belize.
12. Design and coordination of evaluations of the effectiveness of BAHA Food Safety programs.
13. Provision of scientific and technical advice and assistance to the Managing Director of BAHA and other key officials on the conduct of international food safety activities, including the development and implementation of bilateral agreements.
14. Development of technical content for and participation in programs designed to improve compliance by industry through problem prevention.

	JOB PROFILE AND DESCRIPTION		
	Page 5 of 7	Document Number: HR/JPD/009	Issue date: May 16, 2011
	Revision Number: 2	Approved By: Human Resource Director	Last Revised: September 24, 2025

15. Revision of proposed regulatory actions referred by BAHA inspection staff for program policy consideration and provide technical evaluation and necessary scientific support.
16. Oversight of the official Food Control Laboratory of Belize (Central Investigation Laboratory) and its work program.
17. Development and implementation of monitoring plans for foodstuffs for physical, chemical, or microbial contamination, including biotoxins. This includes the application of analytical methods to detect economic deception and hazardous practices such as watering and adulteration, false labeling and species substitution.

Other Responsibilities:

1. Foster collaborative efforts with industry and other related stakeholders for the proper execution of the laws and regulations governing BAHA.
2. Serve as an alternate for the Technical Director at meetings, conferences and on committees that require Food Safety representation.
3. Serve as the focal point/representative for designated conventions/committees of relevance to food safety.
4. Serve as a member of several committees that require Food Safety expertise.
5. Any other relevant duty that may be assigned from time to time.

Organization Structure

1. This position receives direct instruction from the Technical Director of Food Safety.
2. Food Safety Inspectors receive direct instructions from this position.
3. The Technical Director of Food Safety will deputize for this position.

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