



# CIRCULAR MEMORANDUM

## NO. 5 OF 2019

**MY REF:** POS/9/02/03/19 (3) Vol. IX

**FROM:** Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT:** VACANCY NOTICE – FIRE CHIEF – NATIONAL FIRE SERVICE – MINISTRY OF TRANSPORT AND NATIONAL EMERGENCY MANAGEMENT

**DATE:** 28<sup>th</sup> February, 2019

Applications are invited from suitably qualified applicants to fill the vacant post of Fire Chief, National Fire Service, Ministry of Transport and National Emergency Management.

**A. Basic Purpose of Position:**

The Fire Chief is responsible for the overall management and the efficient and effective conduct and administration of the National Fire Service.

**B. Analysis of Position:**

**1. Essential Duties and Responsibilities**

- a. Manages the National Fire Service (the Service) in accordance with Chapter 137 of the Laws of Belize, Revised Edition 2003.
- b. Administers, discipline and training for efficiency of the National Fire Service personnel.
- c. Plans, implements, and reviews departmental short and long-term goals.
- d. Develops general policies for the administration of the department.

- e. Demonstrates continuous effort to improve operations, decrease turnaround time and streamline work processes to provide quality customer service.
- f. Evaluates needs and makes recommendations for the construction of fire stations and the purchase of apparatus and equipment.
- g. Controls the expenditure of all monies appropriated to the Service from time to time by the National Assembly and ensures the proper distribution of available resources.
- h. Manages all fire equipment, including fire engines and fire boats, and ensures that they are kept in good operating order and state of repair and used for the sole purpose of the Service.
- i. Submits to the Minister, on such dates as the Minister may specify, reports and information on the operations of the Service during the previous year, and including in any such reports:-
  - i. Information on the condition of fire equipment and other property of the Service, especially the mechanical condition and adequacy of fire engines and fire boats;
  - ii. Detailed information on the income and expenditure of the Service during the previous year;
  - iii. Information about any fires or other disasters known to him to have occurred in Belize during the previous year, and the estimated damage caused by such fires or other disasters, as well as the action taken by the Service in mitigating damage to, or loss of, life and property;
  - iv. Information related to such other aspects of the Service, not specifically referred to in subparagraphs (i) to (iii) above and recommendations relating to the information supplied in such reports.
- j. Develops links and partnership with other stakeholders in order to pursue community safety.
- k. Any other duties assigned from time to time.

## **2. Major Challenges and Complexities of the Position:**

- Physically and mentally demanding duties
- Working with limited human and other resources in adverse conditions



- Working in toxic and hazardous condition (such as contaminated water, garbage dump, chemical fire, etc.)
- Working long period in adverse conditions (such as super-heated atmosphere, heights, confined spaces, etc.)
- Required to work extended hours including weekends and holidays.

### **3. Qualifications/Experience:**

#### *Essential:*

- ✓ Master Degree in Management Studies or Business Administration with five (5) years' experience in Supervisory/Managerial Level or experience in a related field;

#### **OR**

- ✓ Bachelor Degree in Management Studies or Business Administration with eight (8) years' experience in Supervisory/Managerial Level or experience in a related field;

#### *Desirable:*

- Certificate in Fire Administration
- Five (5) years' experience in Fire Service Operation
- Valid driver's license for class B-2 or more

### **4. Competencies/Skills:**

#### *(a) Technical:*

- Written and oral communication skills in English
- Computer literate

#### *(b) Behavioural*

- Client service oriented
- Must be able to work as a member of a team
- Demonstrate initiative
- Demonstrate leadership ability

### **C. Supervisory Responsibility:**

Entire National Fire Service

**D. Reporting Responsibility:**

The Fire Chief reports to the Chief Executive Officer, Ministry of Transport and National Emergency Management

**E. Age:**

35-40 years old

**F. Salary:**

Government of Belize Pay Scale 25 of \$47,624 x 1,644 - \$78,860 per annum

Interested persons in possession of the required qualifications and who have the aptitude for the post are to submit the below-listed through their respective Chief Executive Officer/Head of Department to the Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Sir Edney Cain Building, Belmopan, **no later than 15<sup>th</sup> March, 2019:**

- Letter of Application
- Resume
- Certified copies of qualification and transcript
- Two (2) letters of recommendation
- Police record
- Copy of birth certificate or relevant passport page
- Copy of social security card



**ADRIANA GONZALEZ (MS.)**  
**for CHIEF EXECUTIVE OFFICER**

*c: Director, CITO*  
*GEN/5/03*