



**Office of the Integrity Commission of Belize**  
P.O. Box 613, 18/20 Turneffe Avenue, Belmopan City, Cayo  
District, Belize C.A.  
**Telephone: 822 0121 Fax: 822 2117 GOB ext: 84415**  
**Email: [integritycommissionbze@gmail.com](mailto:integritycommissionbze@gmail.com)**

The Integrity Commission hereby invites eligible candidates to submit applications for the post of Executive Director.

#### **A. EDUCATIONAL REQUIREMENTS & EXPERIENCE**

The ideal candidate should be a highly motivated self-starter and should possess, at a minimum the below educational qualifications:

1. A Master's Degree in Business Administration, Public Sector Management, Anti-Corruption and Governance or any other relevant discipline, with at least five (5) years relevant working experience at a senior management level; or
2. A Bachelor's Degree in Finance, Business, Law or any other relevant discipline, with at least ten (10) years' working experience in a similar position, of which five (5) should be at the senior management level.

#### **B. KEY COMPETENCIES AND SKILLS**

1. Good character, integrity, and a positive attitude;
2. Effective leadership, interpersonal, and strategic execution skills;
3. Fluent in writing and speaking English, and a working knowledge of Spanish;
4. Highly skilled in communication, reporting, and computer technology;
5. Strong research, analytical and investigative skills;
6. Highly motivated team player who takes initiative and possesses model work ethic,
7. Demonstrates critical competencies in commitment to results, leading change and motivating employees.
8. Knowledge of the Anti-Corruption architecture and legislation in Belize, as well as international Anti-Corruption Conventions to which Belize is a signatory, would be advantageous.

#### **C. JOB SUMMARY**

**The Executive Director shall support the work of the Integrity Commission through the vetting and verification of Declarations filed, management of the Secretariat between meetings of the Commission, conducting investigations as may be required, and any task that may be delegated to him or her between meetings of the Commission. For the full job description kindly contact [hr\\_integritybze@outlook.com](mailto:hr_integritybze@outlook.com) or call 822 0121 or**



#### **D. SUBMISSION AND PROCESSING OF APPLICATION:**

Letters of Application along with Curriculum Vitae and character references, must be submitted by hand or electronically no later than Monday, 28<sup>th</sup> October, 2024 at 4:00 p.m. under confidential cover to:

The Chairperson  
Integrity Commission Office  
18/20 Turneffe Avenue  
Belmopan  
Cayo District, Belize

Or email: [hr\\_integritybze@outlook.com](mailto:hr_integritybze@outlook.com)

All applications shall be treated with the strictest confidence. We regret that only applicants who are shortlisted will be contacted.