



Ministry of Rural Transformation

Community Development, Labour and Local Government

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VACANCY ADVERTISEMENT

LEGAL COUNSEL

Applications are invited from suitably qualified persons to fill the post of Legal Counsel, Rural Development Department, Ministry of Rural Transformation, Community Development, Labour and Local Government.

BASIC PURPOSE OF POSITION:

Responsible for providing ethical and efficient legal services in matters and issues related to the provision of legal advice, interpretation, revision and/or amendment of existing regulations and legislations geared towards the fulfilment of the Ministry's mandate within the legal framework in relation to the strengthening of local governance, promotion of industrial harmony and economic growth, and the empowering of rural development. The Legal Counsel will ensure that laws are administered equitably and transparently.

1. ANALYSIS OF POSITION:

(I) Essential Duties and Responsibilities:

1. **ADVISES** and provides sound legal advice to the Rural Development Department, the Labour Department, the Local Government Department, the Labour Complaints Tribunal and the Ministry for the effective interpretation and application of respective laws and regulations.
2. **REPRESENTS** the Rural Development Department, the Labour Department, the Local Government Department, the Labour Complaints Tribunal and the Ministry on legal matters, civic proceedings and initiatives internally and externally aiding the decision-making process.
3. **ANALYSES**, advises, and makes recommendations on the introduction of new legislation, amendments to existing legislation or changes to legal procedures geared towards the achievement of the MRTCDLLG's goals, objectives, and mandate.
4. **UNDERTAKES** in-depth research to determine the impact of existing and new laws on proposed legislation; researches and interprets the various laws, acts, regulations, policies, rulings, legal articles within the legal framework to assist with the preparation of reports and legal advising.
5. **DRAFTS** legal documents including Cabinet papers, drafting instructions, Statutory Instruments and briefs for legal changes and regulations relating to MRTCDLLG ensuring that the new legislations do not conflict with other laws and that there are no legal issues, ambiguities, or inconsistencies.
6. **ATTENDS** meetings with various Ministries/Departments or other appropriate bodies to discuss legal and draft-related issues in order to formulate new legislation or update/amend existing legislation as required.
7. **REVIEWS** policies, draft legislation and all documents that have legal implications for the departments, the Labour Complaints Tribunal and the Ministry and provides advice/recommendations on such in collaboration with Attorney General's Ministry to ensure the Government's interest is protected.

8. **PROVIDES** advisory legal services including legal research and works closely with the Labour Complaints Tribunal to ensure transparency, fairness, and timely resolution of Labour disputes in accordance with the applicable laws and regulations.
9. **SUPPORTS** the departments with the engagement of internal and external stakeholders during consultations related to the proposed legislation and policy reform initiatives to ensure a comprehensive understanding of potential impacts.
10. **ADVISES** on any potential legal risks and assists in developing risk mitigation strategies.
11. **MAINTAINS** and updates legal knowledge and remains abreast of current legal developments through research and study for the provision of high-quality legal services and advice.

(II) Requirements:

(a) Qualifications:

Recognized Bachelor of Law Degree (LLB) or equivalent qualification plus Certificate of Legal Education (CLE). An advanced university degree (master's degree or equivalent) in Public Law, Political Science/Constitutional Law would be considered an asset.

Plus

Extensive knowledge of the Belize Constitution, and regulations related to the Ministry such as the Labour Law, the Village Council Act, the Belize Intoxicating Liquor Licensing Act, the Town Councils Act, the Trade License Act, among others with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration.

Must demonstrate impartiality and clear decisiveness in making legal and administrative decisions and soundness of judgement. Must be able to communicate effectively. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

Plus

At least five (5) years' experience working as an attorney-at-law having experience in constitutional law, two (2) of which should include experience at the management level or being in a position of responsible charge.

(b) Competence and Skills:

Language skills:

- Fluent in English. (Working knowledge of Spanish will be an asset)
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals.
- Ability to write reports and correspondence
- Ability to speak effectively in large group settings

Reasoning Ability:

- Must be able to understand and prepare technical and policy briefs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Critical thinker.
- Ability to define problems, collect data, establish facts, and draw valid conclusions

Computer Skills:

- Must have the ability to use Microsoft Office Excel, Word, Power Point and Office Project.

Driving Skills:

- Valid Driver's License for manual transmission.

2. REPORTING RESPONSIBILITY:

The Legal Counsel reports to the Chief Executive Officer, Ministry of Rural Transformation Community Development, Labour and Local Government.

3. SALARY:

Government of Belize Pay Scale 23 of \$40,615 x 1,644 – \$71,851 per annum.

Applications must include a cover letter, curriculum vitae, copies of relevant qualifications, a copy of a recent Police record, and two (2) letters of recommendation. Applications must be submitted to:

The Secretary, Judicial and Legal Services Commission
Ground Floor, Sir. Edney Cain Building
Belmopan, Cayo District, Belize, CA.
Tel: 501-822-2204 or 822-2235
email address: ceo@mps.gov.bz

Deadline for submissions: 15th July, 2026

Late applications will not be considered