



EMPLOYMENT OPPORTUNITY

The Coastal Zone Management Authority and Institute (CZMAI) is seeking a dynamic and experienced individual for the post of **HUMAN RESOURCES AND OPERATIONS MANAGER**.

ABOUT CZMAI:

The Coastal Zone Management Authority and Institute (CZMAI) is a statutory body duly incorporated in 1998 under the Coastal Zone Management Act, Chapter 329 of the Laws of Belize, Revised Edition 2020. CZMAI is mandated to provide sound policy advice and technical guidance to inform good governance over the utilization and planned development of Belize's coastal zone.

The CZMAI team works co-operatively with others, demonstrates flexibility in organizing work; shows a high degree of initiative, discernment and resourcefulness, have good communication skills and demonstrates thoughtfulness in decision-making.

ABOUT POSITION:

CZMAI recognizes the important role of people as vital to an organization's fulfilment of its mission, goals and overall success. The alignment of human resources with the delivery of strategic goals and effective day to day management of operations are essential. The Human Resources and Operations Manager will therefore provide overall leadership for CZMAI's Human Resources Management with a focus on employee well-being and development, optimizing team performance and operational efficiency towards the delivery of mandate and achievement of CZMAI's strategic ambitions. This position reports directly to CZMAI's Chief Executive Officer.

KEY AREAS OF DUTIES & RESPONSIBILITIES:

- Ensure adherence to all legal and regulatory requirements pertaining to HR-related policies and practices;
- Manage insurance and social security matters for all staff in an efficient manner;
- Provide guidance, support and updates to staff regarding HR-related concerns, issues and queries;
- Coordinate talent acquisition activities, including but not limited to sourcing, interviewing, reference checks and onboarding of new employees;
- Coordinate the implementation, regular updating HR system of policies and procedures and periodic review of these with the staff;
- Manage and maintain accurate HR records for staff;
- Implement and oversee the enforcement of security protocols towards safe working environment for the staff, and to safeguard office and field assets
- Plan and implement staff wellness events and team building sessions
- Design and implement staff incentive programs to improve employee motivation, recognize exceptional performance, and foster a positive and engaging work environment.



- Assist in the identification and organization of professional development training needs and opportunities
- Oversee and ensure smooth day to day office and field operations, including replenishment of supplies and routine maintenance of equipment and facilities
- Collaborate with the finance team as required to streamline operational activities to ensure organizational efficiencies
- Manage and update CZMAI's comprehensive emergency plan, including hurricane preparedness and emergency responses

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE:

Qualifications

- Minimum of a Bachelor's Degree in Human Resources Management/Development, Organizational Leadership, Psychology, or other closely related field from an accredited educational institution.
- Assesst: Professional Certification in one or more specialization areas in Human Resources Management

Experience and Skills:

- Minimum of 5 years' demonstrated experience in the human resources management and operations/office management
- Proven knowledge and experience in HR policies, best practices and all relevant employment laws of Belize pertaining
- Strong analytical and problem-solving skills
- Demonstrated excellence in verbal and written communication
- Proficiency with computers, including Microsoft Office Suite Software
- Exceptional communications and inter-personal skills
- Excellent organizational and time management skills
- Experience with the management of sensitive and confidential information
- Team player, flexible and ability to maintain confidentiality

DUTY STATION:

The Human Resources and Operations Manager will be based at the CZMAI office in Belize City. However, when necessary, he/she may be required to work/travel to different parts of the country with flexible work hours and on weekends.

SALARY AND BENEFITS:

Attractive compensation and benefits package commensurate with experience and qualifications, including life and health insurance coverage.



APPLICATION PROCEDURE:

Qualified individuals interested in joining the dynamic CZMAI team as Human Resources and Operations Manager should submit the following application materials:

- Letter of Application (dated and signed)
- Resume or Curriculum Vitae
- Certified Copies of Academic Certificates/Qualifications, Transcripts
- Contact Information for Two (2) professional references
- Copy of Recent Police Record (within last 6 months of application date)

Applications can be submitted via e-mail no later than Friday July 18, 2025 and addressed to:

Chief Executive Officer
Coastal Zone Management Authority and Institute
Princess Margaret Drive, P.O. Box 1884
Belize City, Belize
E-mail: ceo@coastalzonebelize.org

RE: Human Resources and Operations Manager Position