



# VACANCY

## Manager, Legal Services

### JOB SPECIFICATION:

<b>Job Title:</b> Manager, Legal Services	<b>Job Role:</b> Leadership
<b>Organizational Level:</b> Management	<b>Reports To:</b> Chief Executive Officer
<b>Remuneration:</b> Negotiable	<b>Employment Status:</b> Contract
<b>Duty Station:</b> SSB Headquarters, Belmopan	

### MINIMUM REQUIREMENTS:

Applicants must demonstrate the following combination of minimum qualification; relevant experience; and core, functional and technical competencies for the role:

<b>Qualification and Experience:</b>	Law Degree, with at least five (5) years' experience in the legal profession. Licensed to practice law in Belize. Management experience would be an asset.		
<b>Core Competencies:</b>	Strategic Thinking	Engagement	Compelling Communication
	Management Excellence	Fostering Innovation and Leading Change	Service Excellence
	Integrity and Respect		
<b>Functional and Technical Competencies:</b>	<ul style="list-style-type: none"><li>• Management of Legal Affairs.</li><li>• Legal Research and Study.</li><li>• Knowledge of Substantive Law, Rules and Regulations.</li><li>• Legal Proceedings.</li><li>• Knowledge of SSB's mandate, relevant policies, practices and legislation in order to supervise, advise and coach management and staff.</li></ul>		

**ROLE DESCRIPTION:** Refer to the attached role description for Manager, Legal Services for details on the expected results and responsibilities associated with this role.

### APPLICATION SUBMISSION:

**APPLICATION DEADLINE: FEBRUARY 28<sup>TH</sup>, 2020**

Application packages containing application letter, resume, two (2) letters of recommendation and copies of professional certification, degrees, diplomas and other academic credentials must be submitted **via email only** to:

Acting Chief Executive Officer  
Social Security Board Headquarters, Belmopan  
Email: [druiz@socialsecurity.org.bz](mailto:druiz@socialsecurity.org.bz)

Copy emails to [pmoody@socialsecurity.org.bz](mailto:pmoody@socialsecurity.org.bz)

Indicate in email subject line: **Application – Manager, Legal Services, SSB**