



VACANCY

Service Specialist

Job Specification

Organizational Level:	Level Five – Individual Contributor, Specialist III
Duty Stations:	Information and Communication Technology Services, HQ, Belmopan
Employment Status:	Permanent
Reports to:	Senior Information Security Officer

Minimum Requirements

- ✓ Associate's Degree in Information Technology, or a related field with two (2) years of relevant work experience in an ICT or service support environment.
- ✓ *Credentials considered assets:*
 - Experience in ICT Service Management or a related support function.
 - Professional certification in ICT Service Management (e.g., ITIL)
- ✓ Complete application package: cover letter, CV, 2 recent letters of recommendation, copies of academic credentials, current police record or receipt for record.

Refer to attached Role Description and Competency Model for Service Specialist for further details on the core responsibilities and competency requirements of this position.

Application Procedure

- Email completed Application Package to: ssbrecruiter@socialsecurity.org.bz

- **Subject:** Application for Service Specialist

APPLICATION DEADLINE: July 15th, 2026