

**Position:** Card Brands Mandate Officer

**Location:** Card Services Department, Belize City

**Employment Type:** Full-Time

**Reports to:** General Manager – Card Services

**Job Purpose:**

The Card Brands Mandate Officer ensures full compliance with rules and regulations set by Card Associations such as Visa, MasterCard, and American Express. This role involves interpreting and implementing card brand mandates promptly to avoid non-compliance fees and support the bank's operational and regulatory obligations.

**Key Responsibilities and Duties:**

- Collaborate with the Cards Team to execute card brand regulatory, PCI, and operational mandates.
- Analyze Card Association mandates and bulletins to manage and implement regulatory requirements and internal policies.
- Assess mandate impacts, prepare reports on requirements, timelines, and financial costs.
- Work with third-party providers and card associations to ensure timely compliance.
- Monitor card brand fees and pricing guides; analyze impacts on the bank.
- Oversee Mastercard Data Integrity compliance, address non-compliance issues, and lead related projects.
- Provide exceptional internal and external customer service.
- Stay updated on Card Brands Business News and Bulletins and participate in departmental activities and learning programs.
- Perform other related duties as assigned.

**Education and Work Experience:**

- Bachelor's Degree in Business Administration, Business Management, Finance, or a related field.
- Minimum of 4 years' experience in banking operations, card services, payments processing, or regulatory compliance.

**Knowledge, Skills and Abilities**

- Strong knowledge of Card Association regulations, best practices, and Belize's banking industry standards.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Excellent interpersonal, communication, and problem-solving skills.
- Strong analytical, critical thinking, and research abilities.
- Solid time management and organizational skills with the ability to handle multiple priorities and high workloads.
- Ability to adapt in a fast-paced environment, work collaboratively in diverse teams, and maintain professionalism under pressure.

**Interested candidates can send a cover letter and résumé to:**

Human Resources Department Email: [careers@belizebank.com](mailto:careers@belizebank.com)  
(Subject: Card Brands Mandate Officer, Card Services Department)

***DEADLINE FOR APPLICATIONS is July 1, 2025***

*\*Only shortlisted candidates will be invited for an interview. If you do not hear from us within two (2) weeks of the application deadline, we encourage you to apply for future opportunities with us.*