

Position: IT Secretariat & Administrative Officer

Location: Information Systems Department - Belize City

Employment Type: Full-Time

Reports to: General Manager - Information Systems Department

Job Purpose:

The IT Secretariat & Administrative Officer provides essential administrative and logistical support to the Information Systems Department (ISD) by managing assigned portions of the department's master list of meetings, events, reports, and communications. This position is to ensure timely dissemination of information and alignment of departmental goals with the expectations of the Executive Committee, IT Council, regulatory bodies, and internal stakeholders. Additionally, the IT Secretariat & Administrative Officer supports the coordination of fortnightly team leader reports and addresses all non-technical functions within the department, ensuring efficient resolution of administrative and operational matters.

Key Responsibilities and Duties:

- Prepare executive reports and maintain action logs for IT leadership.
- Coordinate and document meetings of the IT Council and subcommittees.
- Track and escalate follow-ups related to IT operations and initiatives.
- Manage departmental communications, records, and documentation.
- Assign helpdesk tickets and support internal coordination.
- Oversee IT asset inventory, licensing, procurement, and vendor contract tracking.
- Liaise with HR, Finance, Premises, and other departments for operational support.
- Monitor workplace organization and support Data Center maintenance activities.
- Ensure accurate documentation of responsibilities and support knowledge transfer.
- Provide exceptional internal and external customer service.

Education and Work Experience

- Minimum of an Associate degree in Business Administration, Information Technology, Computer Science or a related field and at least two (2) years work experience as an Administrative Assistant.

Knowledge, Skills and Abilities

- Strong knowledge of IT governance, internal workflows, and project coordination.
- Familiarity with vendor management, procurement, and budgeting practices.
- Proficiency in preparing reports, meeting minutes, and maintaining records.
- Excellent organizational, time management, and multitasking abilities.
- Strong communication, interpersonal, and problem-solving skills.
- High attention to detail, professionalism, and ability to handle confidential information.
- Ability to adapt to changing environments and support cross-functional teams.
- Comfortable with digital tools for document storage and workflow tracking.

Interested candidates can send a cover letter and résumé to:

Human Resources Department Email: careers@belizebank.com

(Subject: IT Secretariat & Administrative Officer, Information Systems Department)

DEADLINE FOR APPLICATIONS is June 18, 2025

**A valid Police Record will be required for an offer to be made to a successful candidate.*

**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.*