

Terms of Reference

HUMAN RESOURCE SPECIALIST FOR THE ESTABLISHMENT OF THE REVENUE AUTHORITY OF BELIZE (RAB)

Position Title: Human Resource Specialist - Revenue Authority Transition

Location: Belize City, Belize

Duration: [24 months Full-time position]

Reporting to: Project Manager - Revenue Authority Establishment

Background: As part of the Government of Belize's initiative to transition the Belize Tax Service Department (BTSD) into a semi-autonomous revenue authority, there is a need for a dedicated Human Resource Specialist to facilitate the smooth transition of human resources functions. The Human Resource Manager will work closely with the Project Manager of the Revenue Authority of Belize (RAB) Establishment Project to develop strategies and processes for optimizing human resource management within the new revenue authority structure.

Purpose of the Position: The Human Resource Specialist will be responsible for guiding the transition of human resources functions from the BTSD to the Revenue Authority, ensuring alignment with the project objectives and timelines. The Human Resource Specialist will develop and establish strategies for talent acquisition, retention, performance management, and employee development to support the successful establishment of the Revenue Authority. The position should work/collaborate with technical assistance organizations, such as CARTAC to support the execution of their tasks.

Key Outputs and Deliverables:

1. Collaborate with the Project Manager to assess the human resource needs of the Revenue Authority and develop a comprehensive transition plan.
2. Develop and establish recruitment and selection strategies to attract and retain qualified personnel for key positions within the Revenue Authority.
3. Review and update human resource policies, procedures, and practices to align with the new organizational structure and objectives.
4. Coordinate the transfer of personnel from the BTSD to the Revenue Authority, ensuring a smooth transition and compliance with relevant labour laws and regulations.

5. Develop performance management systems and tools to monitor employee performance and ensure accountability within the Revenue Authority.
6. Design and establish employee development programs to enhance skills and capabilities aligned with the needs of the Revenue Authority.
7. Provide guidance and support to managers and employees on human resource-related matters, including employee relations, compensation, and benefits.
8. Monitor and evaluate the effectiveness of human resource management practices within the Revenue Authority and recommend improvements as needed.
9. Prepare regular reports and presentations on human resource activities and outcomes for senior management and stakeholders.

Qualifications and Skills:

a. Academic qualification:

- A master's degree in human resource management, Business Administration, or similar related field.
- Project Management Professional (PMP) certification is highly desirable.

b. Specific Professional Experience:

- Minimum of five (5) years in human resource management, preferably in the public sector or financial services industry or working experience in similar assignment.
- Proficiency in project management tools and software.
- Comprehensive understanding of the regulatory framework governing human resource management in Belize's public sector.

c. General Professional Experience:

- Strong knowledge of human resource management principles, practices, and regulations.
- Experience in organizational change management and transition planning.
- Excellent communication, interpersonal, and negotiation skills.
- Ability to work effectively in a cross-functional team environment and manage multiple priorities.

- Strong analytical and problem-solving skills, with the ability to think strategically.
- Knowledge of Belizean tax laws and regulations is an asset.

Compensation: The salary for this position will be commensurate with qualifications and experience.

Application Process: Interested candidates should submit a cover letter, resume, and contact information for three professional references to **Director General, Belize Tax Service Department, Ministry of Finance, Eleanor Hall Building, Belize City** by **June 14th, 2024**; only shortlisted candidates will be contacted for interviews.

Note: The Terms of Reference may be subject to amendments or modifications as deemed necessary by the hiring authority.