



MINISTRY OF HOME AFFAIRS AND ENTERPRISE VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

CROWN COUNSEL Ministry of Home Affairs and Enterprise

Qualifications:

- a) must possess a Bachelor of Laws Degree from a recognized institution; and a Legal Education Certificate or equivalent from a recognized institution;
- b) be qualified to practice as an attorney-at-law in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters; and
- c) admitted to practice law in Belize or in a Commonwealth jurisdiction;
- d) must be in good health; and
- e) must be a person who conducts himself at all times, both in his professional and in his personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Applicants are also expected to possess a high level of personal integrity.

Interested persons may submit an application package including an application letter, CV, 2 reference letters, and all relevant achievement documentation to:

**The Secretary, Judicial and Legal Services Commission
Ground Floor, Sir Edney Cain Building
Belmopan, Cayo District, Belize, CA.
Tel: 501-822-2204 or 822-2235
email address: ceo@mps.gov.bz**

Deadline for receipt of applications: **September 30, 2026**

Note: Only suitably qualified applicants will be acknowledged.

The Commission is not bound to make an appointment from among those persons who apply

Basic Purpose of Position:

The incumbent will serve as a legal advisor and representative for the Ministry, offering legal opinions, drafting legislation and contracts, and representing the Ministry in legal proceedings. The position supports the Ministry in achieving its goals through lawful, transparent, and accountable practices across its portfolios.

Essential Duties and Responsibilities:**Legal Advisory Services**

- Provide legal opinions and advice on matters pertaining to public safety, civil defense and new growth industries such as technology, green energy, and innovation sectors.
- Advice on the interpretation and application of laws, regulations, and policies affecting the Ministry's operations.

Legislative Review

- Review existing laws relevant to Home Affairs and new industries to recommend necessary reforms.
- Assists in the preparation of cabinet notes.

Contractual and Commercial Law Support

- Prepares, vets and drafts various legal documents including but not limited to leases, agreements, licenses, memoranda of understanding, contracts, notarial documents, etc.
- Ensure all agreements protect the legal and financial interests of the government.

Litigation and Dispute Resolution

- Represent the Ministry in civil, administrative, and constitutional matters before the courts or tribunals.
- Coordinate with the Attorney General's Chambers for matters requiring state representation.
- Prepares draft pleadings, summonses, affidavits and other legal documents for filing in court.
- Appears in disciplinary matters before the Public Service Commission and Security Services Commission.
- Prepares and represents the Ministry in the adjudication of matters, mediation, and negotiation.

- Represents the Ministry/Department at court, parliament, meetings, committees' workshops, conferences and other fora, regionally and internationally.
- Liaises with other Crown Counsel ensuring familiarity with all major litigation involving Chambers.

Compliance and Risk Management

- Ensure that Ministry operations are compliant with applicable laws and regulations.
- Identify legal risks in strategic initiatives and recommend mitigating measures.

Capacity Building and Legal Awareness

- Conduct training and awareness sessions for Ministry staff on legal issues, compliance, and ethical conduct.
- Contribute to the development of internal policies and standard operating procedures.
- Timely legal opinions and advisory notes.
- Legislation, contracts, and policy documents reviewed or drafted.
- Reports on legal risks and compliance assessments.
- Representation in legal proceedings where necessary.
- Training sessions delivered and legal briefings provided.
- Performs such other duties as may be assigned from time to time within the scope of responsibility as a crown counsel.

Skills and Experience Required:

- Strong knowledge of constitutional, administrative, commercial, and international law.
- Excellent research, analytical, and drafting skills.
- Strong communication, negotiation, and interpersonal skills.
- High ethical standards and discretion in handling sensitive matters.
- The Crown Counsel must maintain the highest standards of confidentiality, impartiality, and professionalism.
- All official information acquired during the tenure shall remain confidential, even after the conclusion of service.