



VACANCY NOTICE

Chief Executive Officer Social Security Board

Reports directly to: Chairman, Social Security Board

Duty Station: Social Security Board Headquarters in Belmopan

Remuneration: Negotiable (on contract)

The Social Security Board (SSB) of Belize seeks a top Belizean executive for the role of Chief Executive Officer (CEO). As SSB moves into a new era of transformation and realizes its vision of “A social security system with inclusive, fair and dependable coverage for our beneficiaries.” it needs an individual who is technically competent, ethically uncompromising and tactically strategic and who can lead a diverse and multi-talented team.

I. Job Responsibilities

General

- Oversee the implementation of the Strategic Plan (2018-2022) to attain the articulated outcomes.
- Direct and coordinate SSB’s financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Analyze operations to evaluate performance of SSB and implement program improvement, or policy change.
- Direct, plan, and implement policies, objectives, and activities of organization to maximize return on investments and increase productivity.
- Provide executive leadership and comprehensive operational management oversight.
- Assist and guide SSB Board of Directors in improving overall governance and management processes and mechanisms.

Specific

- Technically guide and promote the development of appropriate legislative statutes, which would assist in the achievement of SSB’s vision and mission.
- Oversee and guide the implementation of ongoing projects.
- Develop and enhance transparent, accountable and robust processes and mechanisms for developing and executing prudent yet productive investment strategies and decisions for the SSB.
- Provide direct supervision of General Managers and other direct reports to ensure individual performance is aligned with corporate objectives.
- Conduct frequent business reviews and relevant socioeconomic trend analyses, and
- Report diligently, regularly and proactively to the SSB Board of Directors.

II. Qualifications & Requirements

Employment and Educational Qualifications

- Graduate degree with at least seven to 10 years of executive leadership and management experience, particularly in public sector organizations, OR
- Graduate degree in Finance/Economics with five (5) years experience at CEO Level, OR
- Graduate degree in Business Administration/Management with Seven to ten years (7-10) professional experience.

Professional Track Record

- Demonstrated results-based accomplishments via development and implementation of organizational change management processes;
- Proven ethical leadership and professional management capacities that have been underpinned by strong planning, team-oriented and client-focused skill sets;
- Strong organizational skills and proven ability to handle complex inter- and intra-organizational issues and demands;
- Excellent decision-making and negotiation skills;
- Strong background and proven experience in corporate and/or development finance and successfully managing investment portfolios;

- Demonstrated managerial proficiency in simultaneously managing people and systems effectively in order to ensure excellent organizational performance, and
- Proven experience in policymaking formulation and stakeholder involvement processes.

Specific Competencies

- Leadership: Communication; Planning and Administration; Teamwork; Strategic Action; Strategy Execution; Project Management; Global Awareness, Self-management.
- Management: Coaching; Organizing; Controlling; Decision making
- Negotiation skills to ensure effective balance between goals, objectives and execution capacity.
- Operational knowledge of social insurance systems;
- Adequate understanding (via knowledge, experience and exposure) of international “best practices” in managing social insurance schemes;
- Excellent inter-personal communication and written communication skills;
- Strong personal and professional networking capabilities/skills;
- Bilingual in English and Spanish;
- Excellent information and communication technology knowledge and computing skills.

III. Application Process, Contact Information and Submission Deadline

Application packages including application letter, curriculum vitae, three (3) letters of recommendation, professional certifications, academic credentials, and proof of other accomplishments must be sent via email to:

Chair, CEO Search Committee
icruz@socialsecurity.org.bz

Closing Date for Applications: 18th October 2019