



# C.E.O. VACANCY

## SOCIAL SECURITY BOARD

The Social Security Board (SSB) of Belize seeks a qualified Executive for the role of Chief Executive Officer (CEO). The SSB seeks an exceptional leader who will uphold its mission, and values and make a positive impact on the lives of our members through the growth and reform of the Social Security Fund. The individual should be technically competent, ethically uncompromising, and tactically strategic to lead and inspire a diverse and multi-talented team.

### *Job Responsibilities*

- Provide overall leadership and vision in developing, in concert with the Board of Directors (BOD), the SSB's strategic direction including the strategies, programs and business plans necessary to realize the Organizations' vision and mission.
- Spearhead the development and execution of strategies, programs, and business plans necessary to realize the Organizations objectives including but not limited to planning, control, and risk management systems, information systems that are defined and aligned with an information technology strategy and the business goals.
- Ensure that strategic and business plans are effectively implemented, the results are monitored and reported to the BOD, and financial and operational objectives are attained.
- Responsible for the day-to-day management of the Organization including but not limited to operations, assets, and human resources.
- Direct and coordinate SSB's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Ensure all Orders and Resolutions of the BOD are effectively carried out.
- Provide the BOD with a concise and balanced account of the SSB performance, positions, and challenges monthly and on an annual basis submit to the BOD a complete report of the SSB's operations for the preceding year, and the state of its affairs.
- Ensure that policies and procedures are effective in promoting good governance, accountability, and transparency.
- Manage the SS Fund held in Trust and work with the Investment Committee to grow the Investment Portfolio.
- Collaborate with the Actuary to ensure timely submission of reports. Analyze, interpret, and make recommendations to the BOD The Social Security Board (SSB) of Belize seeks a qualified Executive for the role of Chief Executive Officer (CEO). The SSB seeks an exceptional leader who will uphold its mission, and values and make a positive impact on the lives of our members through the growth and reform of the Social Security Fund. The individual should be technically competent, ethically uncompromising, and tactically strategic to lead and inspire a diverse and multi-talented team.

### *Qualifications and Requirements*

#### **Employment and Educational Qualifications**

- Graduate degree in Business Management, Finance, Economics, or other related field with a minimum of seven (7) years experience at the C-Level or Executive Management Level.

#### **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 strategic planning, team-oriented and client-focused skill sets.
- Strong organizational skills and proven ability to handle complex inter-and intra-organizational issues and demands.
- Proven experience in corporate and/or development finance and successful management of Investment Portfolios.
- Proficient in human resource management and systems for organizational performance to attain established targets.
- Experience in the process of formulation

#### **Technical & Interpersonal Skills:**

- Ability to interpret Financial Statements, Enterprise Risk Management, Actuarial Reports
- Information and communication technology knowledge skills, proficient in Microsoft applications
- Excellent inter-personal communication, oral and written communication skills;
- Excellent analytical skills;
- Strong personal and professional networking and negotiation skills;
- Bilingual in English and Spanish(asset);

#### **Specific Competencies:**

- Industry Expertise - Knowledge of social insurance systems and international best practices in the management of social insurance schemes and investment portfolios.
- Leadership - Effectively leads a dynamic social security system and its sustainability in constantly changing environments and has the ability to make informed and timely decisions.
- Managerial skills - the capacity to effectively manage the human resource and day to day operations of the Organization, resolve conflicts, improve processes, increase efficiencies, promote teamwork,.

**Reports directly to:** Chairman, Social Security Board - **Duty Station:** Social Security Board Headquarters in Belmopan

**Remuneration:** Negotiable (on contract)

### *Application Process:*

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  
nbaustista@socialsecurity.org.bz

**Closing Date for Applications: May 30, 2024**