



MINISTRY OF HOME AFFAIRS AND NEW GROWTH INDUSTRIES VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

SENIOR CROWN COUNSEL, HEAD OF PROSECUTION BRANCH Ministry of Home Affairs and New Growth Industries

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) has been qualified for five or more years to practice in such a court; and
- d) admitted to practice law in Belize or in a Commonwealth jurisdiction;
- e) must be in good health; and
- f) 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.

Experience and training required:

- a) Five or more (5+) years' experience in criminal law practice;
- b) At least three (3) years' experience in a supervisory or leadership role in prosecution or public law; and

c) Proven courtroom advocacy experience.

d) 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: **January 31, 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 leads and manages the legal and prosecutorial functions of the Prosecution Branch within the Police Department. The position ensures that legal proceedings are conducted in a competent and ethical manner and that police prosecutors are trained, supervised, and supported in accordance with legal standards and prosecutorial guidelines

Essential Duties and Responsibilities:

Prosecution Oversight and Legal Representation

- Lead the preparation and presentation of criminal cases in the Magistrate's Court and coordinate with the Office of the Director of Public Prosecutions (DPP) on matters for the Supreme Court.
- Supervise and guide police prosecutors to ensure consistency, legality, and efficiency in case management and courtroom proceedings.
- Review and approve charge sheets, case files, and legal submissions before they are presented in court

Case Review and Legal Advice

- Advise investigating officers and police commanders on legal procedures, evidentiary requirements, and prosecutorial decisions.
- Provide early case assessments to determine the sufficiency of evidence and public interest considerations for proceeding with charges.

Training and Capacity Building

- Design and implement training programs for police prosecutors on criminal law, courtroom advocacy, case preparation, and legal ethics.
- Serve as a mentor and legal resource to junior to police prosecutors.

Policy and Legislative Input

- Collaborate with the Ministry of Home Affairs, Office of the DPP, and other stakeholders in the development of legal policy, police prosecution guidelines, and criminal justice reform initiatives.
- Contribute to the review and drafting of laws and regulations affecting criminal procedure and prosecution.

Liaison and Coordination

- Act as the principal liaison between the Belize Police Department and the Office of the DPP on matters relating to prosecution.
- Coordinate with other law enforcement agencies and the judiciary to facilitate the smooth administration of justice.
- Effective management and supervision of the Prosecution Branch.

- Timely and accurate legal advice to the Police Department.
- High-quality case files and prosecution reports.
- Trained and competent police prosecutors.
- Regular reports to the Commissioner of Police and Ministry on prosecution performance and challenges.

Skills and Experience Required:

- In-depth knowledge of Belize criminal law and procedure.
- Strong leadership and organizational skills.
- Excellent legal research, drafting, and oral advocacy skills.
- Ability to train, mentor, and manage legal professionals and police prosecutors.
- High ethical standards and professional integrity.
- The post holder must adhere to the highest standards of professional ethics, confidentiality, and impartiality, particularly given the sensitive nature of prosecutorial work. Any breach of professional conduct may result in disciplinary action in accordance with public service regulations.