



## **OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS VACANCY NOTICE**

Suitably qualified applicants are invited to fill the position of

### **CROWN COUNSEL Office of the Director of Public Prosecutions**

#### **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 City, Cayo District  
Belize, Central America  
Telephone number: 822-2204 or 822-2235  
email address: [ceo@mps.gov.bz](mailto:ceo@mps.gov.bz)**

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

Note: Only suitably qualified applicants will be acknowledged. Commission is not bound to make an appointment from among those persons who apply.

## Terms of Reference

### **Basic Purpose of Position:**

The incumbent will be required to perform professional legal work in criminal law. Duties include appearing in criminal and quasi-criminal matters on behalf of the Crown; providing legal advice to law enforcement authorities; undertaking pre-trial preparation work and preparing legal documents and submissions.

### **Essential Duties and Responsibilities:**

- Supervising the work of Legal Assistants
- Providing legal advice to Law Enforcement Authorities on ongoing investigations, including advice on charges to be laid
- Appearing on behalf of the Crown in criminal and quasi-criminal matters before the Magistrates' Court, the High Court, the Court of Appeal and the Caribbean Court of Justice, including arraignments, bail applications, applications for warrants and other orders, case management conferences, summary and indictable trials, sentencing hearings and appeals before the appellate courts including inferior appeals
- Trial preparation, including the locating, interviewing and briefing of Crown witnesses
- Conducting research into legal issues and preparing legal submissions
- Drafting of complaints, indictments and notices of appeal
- Drafting of applications, affidavits and victim impact statements
- Preparation and obtaining search warrants and other orders
- Conducting training Sessions with Law Enforcement Authorities
- Participating in seminars, workshops and training sessions on behalf of the ODPP
- Representing the ODPP on Boards, Committees and Working Groups
- Other duties may be assigned.

### **Skills and Experience Required:**

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes
- Skill in the use of personal computers
- Ability to use E-Government technology platforms
- Ability to conduct legal research and to use the internet for research purposes
- Ability to interpret and analyze the law and legal issues
- Ability to prepare advice and arguments
- Ability to present evidence, and to argue clearly and logically both orally and in writing
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with fellow employees, witnesses and members of the public
- Providing legal advice to Law Enforcement Authorities on ongoing investigations, including advice on charges to be laid