

(b) Minimum Qualification – Academic/Training

Required Qualifications and Experience

- Attorney-at-Law admitted to practice in Belize
- Minimum 5–7 years post-qualification legal experience
- Demonstrated experience in the following would be an advantage:
 - Constitutional law
 - Legislative drafting or statutory interpretation
 - Parliamentary procedure or public law
 - Commonwealth parliamentary systems
- Legal drafting, advisory, and analytical skills

(c) Core Competencies and Skills

Core Competencies

- High level of professional integrity and impartiality
- Sound judgment and discretion
- Strong leadership and supervisory skills
- Ability to work under pressure during parliamentary sittings
- Excellent written and oral communication skills

(d) Reporting/Supervisory Responsibility:

Accountable To:

First Reporting Officer: _____

Second Reporting Officer: The Clerk

Accountable for (Posts and number of persons per post where applicable):

Assistant Parliamentary Counsel

(e) Special Work Conditions (hazards, dangerous conditions – where applicable):

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Date received: ____ / ____ / ____

Last Updated:

BELIZE- NATIONAL ASSEMBLY OF BELIZE	
POSITION DESCRIPTION	
Organization:	National Assembly of Belize
Unit:	Parliamentary Counsel Unit
Position Title:	Parliamentary Counsel
Salary Pay Scale:	23 (\$42,443 x 1,718 - \$75,085) per annum
Age:	
Basic purpose of position: The Parliamentary Counsel serves as the principal legal adviser to the National Assembly of Belize, providing professional, efficient, non-partisan legal advice on constitutional, legislative, administrative and parliamentary matters to support the effective functioning and autonomy of Parliament.	
(a) Analysis of position <u>Essential Duties and Responsibilities</u> The Parliamentary Counsel shall provide legal advice to: • The Speaker of the House of Representatives • The President of the Senate • The Clerk of the National Assembly • Parliamentary committees, members of parliament and the parliamentary administration The Parliamentary Counsel advises on: • Constitutional law and compliance • Standing Orders, parliamentary procedure, and practice • Parliamentary privilege, powers, and immunities The Parliamentary Counsel reviews and provides legal opinions on: • Bills, motions, amendments, resolutions, and committee reports • Standing Orders, Codes of Conduct and parliamentary rules The Parliamentary Counsel support parliamentary committees by: • Advising on the legal scope of inquiries • Reviewing evidence and draft reports for legal accuracy • Liaising with the Attorney General's Ministry, courts, and external legal bodies while safeguarding parliamentary autonomy and separation of powers • Representing or coordinating representation of the National Assembly in legal proceedings when/if required • Leading and managing the Parliamentary Counsel Unit • Mentoring and supervising the Assistant Parliamentary Counsel • Contributing to training and capacity-building for Members of Parliament and parliamentary staff • Performing any other duties consistent with the office as assigned by the Clerk of the National Assembly	