



Ministry of  
**FOREIGN AFFAIRS, FOREIGN TRADE,**  
**CULTURE AND IMMIGRATION**

**VACANCY NOTICE**

Suitably qualified applicants are invited to fill the position of:

**LEGAL COUNSEL**

Applicants for the position of Legal Counsel:

- a) must be qualified to practice as an attorney-at-law in a court 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
- b) must be in good health.
- c) 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) Bachelor of Laws Degree from a recognized institution; and
- b) Legal Education Certificate or equivalent from a recognized institution.

Interested persons may submit an application in writing 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**

Deadline for receipt of applications: August 31, 2025

Applicants must submit proof of qualifications and two reference contacts along with application.

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



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Terms of Reference

Legal Counsel

- Manage the treaties Unit of the Ministry of Foreign Affairs including a Treaties Archives Section, where paper copies of all Treaties, Conventions, Protocols, International Statutes, Declarations, Modus Vivendi, Exchange of Notes and Final and General Acts applicable to Belize will be filed for national record;
- Maintain a Treaties Register containing copies of treaties in force applicable to Belize and showing, among other things, the place where such treaties were concluded, the effective date they entered into force, the date Belize signed or ratified them, obligations placed on Belize by such treaties and the date they entered into force with respect to Belize;
- Liaise with the Attorney General's Ministry and other Government Ministries in the preparation of international agreements to be entered into and legal instruments necessary to bring treaties into force in Belize;
- Analyse treaties to which Belize desires to become a party, and, in consultation with appropriate Ministries of Government, prepare reports and Memoranda on the duties and obligations placed on Belize by the treaties;
- Advise the Government of Belize on its obligations under treaties currently in force, and on measures to ensure full compliance with the provisions of such treaties;
- Identify non-self executing treaties which need to be incorporated into Belize's municipal law;
- Guide the work of a foreign Service Officer assigned to the Treaties Section.