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PRESS RELEASE

39 Public Officers Successfully Complete Advanced Secretarial Studies Programme

Belmopan, November 16, 2026.

The Ministry of the Public Service, Disaster Risk Management and Enterprise, in collaboration with the University of the West Indies (UWI) Global Campus Belize, continues to invest in a stronger, more capable public service through the successful completion of the Advanced Certificate in Secretarial Studies Programme by 39 public officers representing 16 line ministries.

The three-month programme, which ran from July to October 2026, provided participants with specialized training in five key areas: protocol and management of meetings, principles of supervision (organizational behaviour), effective communication, advanced keyboarding and document formatting, and minutes of meetings (report writing).

Delivered through a hybrid learning approach, the programme combined in-person and online instruction, allowing participants to strengthen their professional competencies while continuing to serve in their respective ministries and departments. The successful completion of the programme represents a 97.5 percent success rate.

Among the graduates, Ms. Keily Lisbeth Avila of the Office of the Auditor General and Ms. Alfreda Hemsley of the Ministry of Health and Wellness earned recognition as the top performers, securing first place in Cohort I and Cohort II, respectively.

Speaking on the longstanding partnership between UWI and the Ministry, Dr. Saunders highlighted the University's more than fifteen years of collaboration in delivering the programme.

“For more than fifteen years, the University of the West Indies Global Campus Belize has proudly partnered with the Ministry of Public Service to deliver this programme. Over that period, we have had the privilege of witnessing hundreds of public officers strengthen their competencies, expand their professional capabilities, and advance in their careers. The continued success of this programme speaks to a shared belief that a competent, professional, and responsive public service is essential to national development.”

The programme reflects the Ministry’s continued commitment to strengthening the capacity of the public service through targeted training and professional development. By equipping officers with practical skills in communication, administration, supervision, and organizational management, the initiative supports the delivery of more efficient and effective public services.

In his remarks, Hon Henry Charles Usher, Minister of the Public Service, Disaster Risk Management and Enterprise, underscored the importance of investing in the professional growth of public officers.

“The strength of our institutions depends not only on the systems and resources we put in place but also on the knowledge, abilities, and commitment of the people who work within them.”

The Ministry congratulates all 39 graduates on their achievement and encourages them to apply the knowledge and skills acquired to their respective roles and responsibilities.

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