

Administrative Manager - Millennium Challenge Account (MCA)

About MCA

The Government of Belize (GoB) and the Millennium Challenge Corporation (MCC) signed a US\$125 grant agreement on September 4, 2024. MCC is a U.S. government agency focused on assisting countries and is dedicated to good governance, economic freedom, and investing in people. The goal of the Compact is to reduce poverty through economic growth in Belize by implementing an Education project and an Energy Project. The Compact is expected to enter into force in July 2025 and be implemented over five years. The Parliament of Belize established an independent executing agency called the Millennium Challenge Account – Belize (MCA-B) to undertake the rights, obligations, and responsibilities of the Government of Belize under the Compact. The MCA-B is located in Belize City.

Belize Compact

The five-year grant agreement known as a “compact” will include two separate projects:

1. The **\$73.8 million Education Project** aims to equitably increase the number of post-primary graduates with the competencies relevant to labor market demands.
2. The **\$21.1 million Energy Project** will address the root causes of the high costs of wholesale electricity.

Administrative Manager

Position Objective

The Administrative Manager, under the supervision of the Director of Administration and Finance (DAF), will supervise the administrative functions, logistical and building management of the MCA by ensuring the provision of quality services on time. This position also supervises general services staff and ensures compliance with established work plans and implementation guidelines of the MCA and MCC.

Compensation

Compensation for this role is between \$4,803 – \$7,109 BZD/month. Qualified candidates will be offered the minimum of each pay band, with opportunities to advance within the pay bands based on performance. In exceptional cases, a candidate may be placed above the minimum based on prior experience and salary history, in compliance with MCA HR Policy. MCA-B also provides comprehensive benefits.

Responsibilities

- Manage the operations and administrative service platforms on a daily basis, including the vehicle pool, travel management, office cleaning, mail management, transport supplies, office equipment, and office build-out operations, as applicable.
- Oversee the development and implementation of general service policies, establish standards and procedures, review and approve requests for supplies, and share procedures within the MCA and with service providers so that they apply and comply with them.

- Establish an easy-to-use reporting and monitoring tools for the MCA management and staff.
- Manage the MCA asset management system and conduct regular asset inventories.
- Provide supervision and guidance on the management of the driver pool and official vehicle(s) of the MCA by ensuring logistics for field missions, safety and security protocols, appropriate security of vehicles and logistics, and their efficient use.
- Conduct regular inspections of MCA offices to ensure security and safety standards, and ensure that the offices promote an environment conducive to the effective activities of staff and partners.
- Maintain office supplies and equipment: plan and implement the acquisition of equipment; maintain, control and replenish stock; check receipt of supplies; and facilitate the acquisition of commonly used services/products.
- Ensure the correct handover of all project equipment and keep documentation of all equipment problems reported by staff.
- Ensure that procurement documents are signed by the Supplier (e.g. contracts, deliverables and acceptance notes) and prepare and submit acceptance notes for items acquired by the administration division. Serve as the main contact for general service providers by controlling the specifications charges, type and quality of services required.
- Ensure that all technical problems at the MCA offices are resolved.
- Collaborate with MCA project and operations teams, MCC and other key providers and stakeholders on the effective use of office management and other tools to achieve proactive management, successful implementation and quality control of the Compact projects and resources.
- Perform other tasks as requested by the Director of Administration and Finance.

Required Competencies

- Bachelor's degree in management, office administration or related field.
- At least five (5) years of professional experience in provision of administrative services/office management
- Fluency and excellent verbal communication skills in English is required.
- Computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with management systems.

Preferred competencies

- Contract management skills with demonstrated experience managing small to mid-size organizations is desired.
- Demonstrated similar work experience in Belize and experience coordinating with local government institutions is desired.

- Previous working experience with international development organizations including international donors, NGOs, or government agency is preferred.

How to apply

To access positions' profile requirements and submit applications, please visit <https://belize-jobs.tenderwell.app/>. The following documents should accompany applications:

1. Curriculum vitae containing detailed work experience;
2. Cover letter confirming interest and availability;
3. Soft copies of higher education and professional certificates (if available).

If you encounter challenges when applying online, please contact belize@developmentaid.org for assistance.

The closing date for receiving applications is December 11, 2024. Only **applications received through the online portal (Tenderwell) will be considered**. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews.