

# Driver/Courier - 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.

## Driver/Courier

### Position Objective

The Office Driver & Courier, under the supervision of the Administrative Manager, is responsible for courier tasks, driving office vehicles for official functions and maintaining cleanliness and functionality of vehicles in order to support the office in its overall functioning.

### Compensation

Compensation for this role is between \$2,194 – \$3,290 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

- Drive MCA office staff and guests ensuring safety and security of passengers in support of daily operational requirements of the office and its programs;
- Maintain the cleanliness and functionality of vehicles, reporting any damage or needs for repair and maintenance and ensure that the vehicles are ready for use;
- Log vehicle use, gasoline consumption, and mileage to ensure that vehicles – considered organizational resources – are responsibly used and to support monitoring and audit activities;
- Keep aware of schedules and work plans and general traffic conditions to ensure effective and efficient driving support is provided to office staff.

- Responsible for courier tasks.
- Responsible for other duties as assigned by the Administrative Manager, including but not limited to staffing the receptionist desk, moving furniture/supplies, and supporting logistics for events.

## Required Competencies

- Completion of secondary school or primary school with six year of professional driving experience.
- At least two (2) years of professional driving experience.
- Fluency and excellent verbal communication skills in English is required.

## 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](mailto: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.