



## **REQUEST FOR EXPRESSIONS OF INTEREST**

**Job Title:** Projects Assistant

**Duration:** Six (6) months contract

**Location:** Public-Private Dialogue Unit (PPD), Secretariat to the Economic Development Council (EDC) in the Office of the Prime Minister, Belmopan

### **1. BACKGROUND**

1.1 The Public-Private Dialogue Unit (PPD) in the Office of the Prime Minister (OPM) was established in 2012 to provide technical support to the Economic Development Council (EDC) in operationalizing its mandate to: (i) Foster an improved business climate by making recommendations to the Prime Minister and relevant government ministries; (ii) Support reforms that lead to an improved business climate; (iii) Strengthen the relationship between the private and public sector through meaningful dialogue; as outlined in the Economic Development Council Act, No. 38 of 2017.

1.2 Since November 2020, the Government of Belize has reiterated a renewed focus on advancing ease of doing business reforms as outlined in #planBelize in support of robust, resilient and sustainable economic growth. The successful implementation of initiatives championed by the EDC require efficient coordination and project management that is supported by qualified expertise. The PPD, as the Secretariat to the EDC, is staffed by technical officers and a head of department. The PPD takes on a project management approach to managing its work, ensuring that proper planning, risk management, stakeholder engagement and monitoring and evaluation of activities occur in a systematic manner. The Public-Private Dialogue Unit is hereby seeking to strengthen the work of the EDC's Secretariat by procuring a Projects A to join its team.

### **2. OBJECTIVE**

The person filling this post will provide expert assistance in project management and Information Technology including but not limited to planning, stakeholder engagement, contributing to policy formulations as needed, supporting monitoring and evaluation, contributing to risk assessment of the unit's Action Plan items when called upon to do so and complementing the work of the PPD Team.

### **3. QUALIFICATIONS & EXPERIENCE**

The following is the minimum technical expertise required to conduct the assignment:

- Bachelor's degree in Project Management **and** certification in Information Technology **or** Bachelor's Degree in Information Technology **along with** certification in Project Management.
- Have one to two years' work experience in the private sector and one to two years' work experience with project management. Greater working experience and experience with project management tools, information technology, social media management and contemporary apps are an advantage.

### **4. APPLICATION PROCEDURE**

To request the Terms of Reference for this position, kindly email: [admin.officer@opm.gov.bz](mailto:admin.officer@opm.gov.bz); Telephone enquiries may be directed to Marta Hendriks, Telephone +501-828-5262.

Applicants should send an Expression of Interest in letter format and Curriculum Vitae addressed to Mr. Ishmael Quiroz, Executive Director - EDC, at [executive.director@opm.gov.bz](mailto:executive.director@opm.gov.bz) and copy to [project.coordinator@opm.gov.bz](mailto:project.coordinator@opm.gov.bz), with "Public Private Dialogue Unit - Projects Assistant" as the subject line of the email. Deadline for receipt of submissions: **5:00 PM on Tuesday, July 23<sup>rd</sup>, 2024.**