

Executive Assistant - 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.

Executive Assistant

Position Objective

The Executive Assistant is responsible for the daily monitoring and organization of the schedule, workflow, and communications of the Executive Director. The position maintains open communication lines to support the functions of the Executive Director’s office while ensuring compliance with established knowledge management and information security protocols.

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

- Monitors communications addressed to the Executive Director ensuring pressing matters are identified and addressed in a timely manner;
- Drafts routine correspondence for the Executive Director;
- Organizes daily appointment schedule and briefing materials for the Executive Director anticipating possible changes in priority and agenda to ensure an optimized work flow of concerned parties;

- Facilitates the flow of information across different functional areas of the MCA to support collaboration and the dissemination of information from the CEO's office;
- Reviews requests, proposals, plans, and other documents to be approved by the Executive Director for formatting, grammar and completeness;
- Maintains a file to effectively track action items leading to timeliness and consistency of service delivery.

Required Competencies

- Bachelor's degree
- At least three (3) years of prior experience as an executive assistant to a senior manager.
- 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 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.