

Executive Director

About MCA

The Government of Belize (GoB), together with the Millennium Challenge Corporation (“MCC”), is in the process of establishing an independent executing agency called the Millennium Challenge Account – Belize (MCA-B). MCC is a U.S. government agency focused on assisting countries and is dedicated to good governance, economic freedom, and investing in people. The MCA-B will be created by an act of Parliament to undertake the rights, obligations, and responsibilities of the Government of Belize under the Compact, which is expected to be signed in September 2024. The MCA-B is located in Belize City.

Belize Compact

In December 2021, MCC’s Board of Directors selected Belize as eligible to develop a five-year grant agreement known as a “compact” that 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 Director

Position Objective

The Government of Belize (GoB) is looking for an Executive Director to lead the operations unit of MCA-Belize (MCA-B). The Executive Director is responsible for starting up the MCA-B, the direct management of the MCA-B's project and operational support functions and serving as the primary representative of the MCA-B in the country to stakeholders and MCC. The Executive Director will be responsible for the overall implementation of the Compact Program in Belize and will provide high-level executive leadership and management for the MCA-B office. The Executive Director is accountable to the MCA-B Board of Directors and will report to the board regularly. The Executive Director will be expected to carry out the following among his/her primary responsibilities:

Responsibilities

- Provide high-level executive leadership and management for the MCA-B operational unit and coordinate the various divisions of MCA-B toward achieving the Compact objectives by ensuring that a collaborative environment with shared accountability for the Compact's success is established.
- Oversee the selection process of the MCA-B staff, especially at the management level.
- Provide guidance in the implementation of projects and other types of Compact activities and ensure continuous improvement of operational efficiency in Compact implementation.
- Report to the MCA-B Board of Directors regularly to inform it of progress, issues, and risks related to the implementation of the Compact.

- Lead and coordinate the implementation of the MCC Belize Compact, aligning the Programmatic and Operations functions and developing systems and strategies that ensure the achievement of the Compact's objectives.
- Execute overall guidance and instructions from the Board of Directors to implement the Compact in a timely and effective manner.
- Sign contracts and grants on behalf of MCA-B and ensure compliance with MCC policies relating to procurement and contract management.
- Evaluate the Compact's programmatic, statutory, and operational requirements, develop Operations and Program frameworks, and allocate budgets and resources to ensure the MCA-B's ability to deliver.
- Ensure that fiduciary and other risks are properly identified and mitigated and that staff are aware of and follow all MCC policies.
- Provide guidance and advice, and when needed, manage and coordinate the development of the MCA-B implementation plans, including final approval of the budgets, work plans, procurement plans, and monitoring and evaluation (M&E) plans related to the Compact program; and recommend these to the Board of Directors and MCC for their approval.
- Work closely with the senior leadership of relevant government units to ensure the dissemination of critical information, the commitment of resources, and timely progress related to the Compact program.
- Represent the Compact program to the media and the Belizean public and serve as the lead representative of MCA-B to the donor community, civil society, the private sector, and other constituencies.
- Support GoB/MCA-B relations by building, maintaining, and leveraging a good network of contacts to facilitate and/or promote the program.
- Manage relationships with Implementing Entities and other stakeholders in the Education and Electricity sectors to reduce obstacles to the effective implementation and execution of the Program and to promote the necessary policy reforms to ensure that the Compact objectives are achieved.
- Serve as the official point of contact on behalf of the GoB in its relations with MCC.

Required Competencies

- Must hold a Master's degree or equivalent advanced degree in economics, development, business administration, engineering, education, public administration, or other relevant area
- Fifteen (15) or more years' experience in a senior management position in a reputable organization, private sector company, or government.
- Demonstrated experience and proven skills in managing a large organization or program with a multi-million USD budget and permanent staff of at least fifteen (15) personnel.
- Excellent leadership ability and interpersonal skills.
- Demonstrated capacity to build and maintain productive relationships with various stakeholders from government (both national and local), civil society, NGOs, private sector, and international donors.
- Outstanding organizational skills and the ability to work in large, multi-cultural teams.
- Familiarity with project management systems.

- Familiarity with the education and/or electricity sector.
- Experience in managing annual budgets of USD 10 million or higher.
- Full computer skills in email, word processing, spreadsheets, and familiarity with Management Information Systems and project management systems.
- Fluency and excellent written and verbal communication skills in English.

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 **19 July 2023**. 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.