

Vacancy Announcement

About MCA

The Government of Belize (GoB) is establishing an independent executing agency called the Millennium Challenge Account – Belize (MCA-B). 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 and will be the entity that employs staff in its own capacity. The Compact, detailed below, is between the Government of Belize and the Millennium Challenge Corporation (“MCC”). MCC is a U.S. government agency focused on assisting countries and is dedicated to good governance, economic freedom, and investing in people. MCC will not be party to any employment agreements resulting from this vacancy announcement.

The MCA-B will be hiring the following seven (7) positions:

Operations Managing Director

Position Objective

The Managing Director of Operations will lead the procurement of multidisciplinary professionals responsible for supporting and implementing the Compact’s projects. These disciplines include finance, administration, human resources, procurement, and information technology.

Required Competencies

- A master’s degree in Business Administration, Public Administration. Economics, Project Management, or related fields are required.
- A minimum of ten (10) years of broad program management experience encompassing cross-program oversight, development, and management of significant resources. At least five (5) years of experience in supervising or managerial positions related to the position objective.
- Demonstrated ability to balance a variety of tasks and demands and demonstrated a history of delivering high-quality projects on time and within budget.
- Fluency and excellent written and verbal communication skills in English are required.

Administration and Finance Director

Position Objective

The Director is responsible for the strategic and day-to-day management of the compact's budget, the overall administration of the MCA, the MCA’s fiduciary integrity, and ensuring the health of the Compact's financial management throughout its life. In addition, this individual is responsible for managing the Fiscal Agent Agreement.

Required Competencies

- Bachelor's in Accounting, Finance, Management, or a related field. A master's degree in Business, Finance, or Accounting is a plus.
- A minimum of seven (7) years of experience in finance and accounting management or overall administration, including supervisory experience, for a program of a similar size and scope.
- Knowledge of the development environment in Belize and the challenges of program execution and coordination with government institutions.
- Fluency and excellent written and verbal communication skills in English and advanced MS Excel are required.

Monitoring and Evaluation (M&E) Director

Position Objective

The M&E Director and the M&E unit will produce timely, relevant, and reliable data and assessments related to the progress and quality of project implementation and the achievement of targeted results by the Compact. The Director will monitor and report progress toward the Compact's targets, supporting the independent evaluations of the compact, updating data or responding to data requests from MCC country economists as needed for the Compact economic analysis.

Required Competencies

- A master's degree or equivalent advanced degree in Economics, Statistics, Engineering, Project Management, Business Administration or other relevant degree for the position.
- At least seven (7) or more years of experience in M&E conducting quantitative and qualitative development program analyses.
- Previous managerial experience with a demonstrated ability to balance a variety of tasks and demands and to meet deadlines responsibly and flexibly.
- Demonstrated experience designing and implementing project monitoring systems.
- Demonstrated experience in one or more statistical analysis software and databases, such as Excel, STATA, SPSS, SAS, CSPRO, and Access, and strong proficiency with MS Word, MS Excel, and PowerPoint.
- Fluency and excellent verbal communication skills in English are required.

Communications and Outreach Director

Position Objective

The Director will lead the Communications Team at MCA-Belize and develop and implement broad-based strategic communications strategies and plans to successfully communicate the implementation of the MCC-Belize Compact and promote and publicize its activities. The individual will be responsible for the successful communications surrounding the implementation of the Compact and overseeing the communications department budget, contracts, and staff.

Required Competencies

- A bachelor’s degree in Communications, Community Development, Marketing, or a related field. A master’s degree in Communications or Public Relations or similar field is a plus.
- At least ten (10) years of relevant work experience, including approximately five (5) years in a management position in corporate communications, public relations, community, NGO, and/or public outreach.
- Ability to think strategically with planning and project management skills.
- Experience in leading the production of publication and media content with national and local media; previous on-the-record experience.
- Fluency in English and excellent written and verbal communication skills.

Procurement Director

Position Objective

The Procurement Director, under the supervision of the Managing Director for Operations, leads the procurement unit and is overall responsible for the day-to-day management of the Compact’s delivery and implementation of procurement-related services.

Required Competencies

- A bachelor’s degree in business administration, commerce, economics, law, finance, or a related field is required. A master’s degree is a plus.
- A minimum of seven (7) years of relevant experience in a managerial position(s) or in a senior advisory role(s) in the management of project(s) that required procurement of goods, works, and services is required.
- A minimum of three (3) years of experience successfully managing teams of procurement professionals (five or more people) and delivering high-quality outcomes is required.
- Experience drafting, reviewing, and approving procurement and grant documents and their adherence to international procurement standards.
- Demonstrated experience with procurement policies of international development organizations, including, but not limited to, the World Bank, African Development Bank, or MCC.
- Proven Fluency and excellent written and verbal communication skills in English are required.

Gender and Social Inclusion Director (GSI)

Position Objective

The Director of Gender and Social Inclusion will provide strategic and technical leadership to the MCA Project Directors and the Education GSI Specialist, implementing partners, contractors, and project stakeholders to conform to the MCC Gender and Inclusion Policy and the established procedures essential to ensuring the integration of gender and social inclusion across all program functions.

Required Competencies

- A master's degree in social science, gender, anthropology, sociology, development studies, or related field.
- At least 7 years of experience leading the integration of social inclusion, gender, and poverty reduction efforts in similar programs in an international development context, with at least 3 to 5 years of previous experience as a program manager
- Experience managing and overseeing contractors and supporting staff in completing gender and social inclusion activities, with prior experience in inclusive stakeholder engagement processes.
- Fluency and excellent written and verbal communication skills in English are required.

Environmental & Social Performance Director

Position Objective

The Director of Environmental & Social Performance (ESP) will lead the ESP Unit and with the support of the Executive Director, provide technical input and guidance to ensure the environmental and social performance objectives of all Compact-funded activities. This involves ensuring compliance of the Compact activities with relevant national environmental and social laws and regulations, MCC Environmental Guidelines, including the International Finance Corporation (IFC) Performance Standards on Environment and Social Sustainability (IFC PS).

Required Competencies

- A bachelor's degree in natural or social science, environmental planning, natural resource management, environmental engineering, agricultural sciences, ecology, or similar discipline. An advanced degree, such as a master's or certification in any environmental or social field is a plus.
- At least ten (10) or more years of professional experience in an ESP-related field, including approximately five (5) years of experience in environmental and social impact assessment and in leading efforts to integrate environmental and social considerations into the design and implementation of infrastructure projects.
- At least 3 to 5 years of program or Project Manager experience in environmental/social-related fields.
- Advanced knowledge of Belize's environmental laws and regulations, and international best practices such as the IFC PS, the World Bank's Safeguard Policies, the Equator Principles, or similar.
- Demonstrated ability to provide effective oversight and collaborate with multidisciplinary teams and institutions, including technical experts, government officials, project-affected parties, and civil society.
- Fluency and excellent written and verbal communication skills in English are 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 the 13th of **September, 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 who meet the defined criteria will be contacted for interviews.