

Procurement Specialist - Millennium Challenge Account (MCA)

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 was created by an act of Parliament to undertake the rights, obligations, and responsibilities of the Government of Belize under the Compact, signed September 2024. The MCA-B is located in Belize City. *This position does not include relocation or expat benefits.*

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.

Procurement Specialist

Position Objective

The Procurement Specialist, under the supervision of the Procurement Director, is responsible for the day to-day execution and monitoring of the Compact’s delivery and implementation of procurement-related services.

Responsibilities

- Supports the overall Procurement and Grants function of the MCA-B, including managing the Procurement Agent, and ensures that sufficient support is provided to the operational and programmatic functions of the Procurement unit to strengthen its ability to deliver on the targets of the Compact in accordance with MCC Accountable Entity Procurement Policy and Guidelines and MCC Program Grant Guidelines.
- Under the supervision of the Procurement Director, serves as a liaison between the MCA-B, Procurement Agent, MCC and outside entities on all procurement and grant activities and facilitates the interconnected operations between and among all elements of the procurement and grant processes. Synchronize the substance and process elements of procurement and grant activities within required timelines.
- Support the procurement team and ensure compliance with MCC’s policies and relevant Belize laws. Endorse positivity, sustainability, equity and trust within the procurement team. Embrace diversity and inclusion within the team.
- Analyze MCA-B operational and programmatic needs and oversee that developed procurement and grant plans and budgets are consistent with the overall plans and budgets of the Compact and aligned to the needs of MCA-B.

- Support coordinated efforts to prevent fraud and corruption within MCA-Belize's procurements and contract management processes and to conduct regular training for MCA-B staff to clarify procedures and strategies for fraud and corruption prevention.
- Represent MCA-B as a procurement lead in implementing the Compact program, including identifying initial procurement needs, organizing procurement operations and reviewing and approving reports
- Organize market outreach events.
- Under the supervision of the Procurement Director, lead MCA-Belize's efforts to ensure that all procurements are conducted in a manner consistent with MCC program procurement policies, requirements, and guidelines requirements and that all grants are consistent with the MCC's program grant policies, requirements, and guidelines.
- Sustain the high quality of the procurement and grants documents and contract and grant administration documents throughout the life of the Compact and recommend any necessary changes or improvements to ensure it responds to the operational reality of MCA-B.
- Guide MCA-B procurement and program staff, and implementing entities, on MCC procurement and grant policies, guidelines, and reporting requirements to ensure compliance and transparency, adapting the guidelines as needed to local legislation and Compact Requirements.
- Use strategic thinking while creating and monitoring planned procurements and grants, including works contracts, identify delayed procurements and grants, and provide recommendations to improve procurement planning. Ensure the procurement plan is updated regularly. Ensure MIS entries are timely, and data is high quality. Conduct data analysis.
- Sustain quality delivery by examining procurement requests, quality of goods, and other relevant documentation to ensure compliance with established work plans, as well as MCC/MCA-B standards.
- Evaluate MCA Belize's and implementing entities' procurement systems and determine their compliance with MCC standards, identify issues and risks, to support internal and external audits.
- Support in the development and implementation of bid challenge and contractor past performance reporting procedures for MCA-B procurement, including advising and timely reporting to MCA-Belize's management and MCC on issues of non-compliance.

Required Competencies

- Bachelor's degree in business administration, commerce, law, finance, or a related field is required. A master's degree is preferred but not required.
- A minimum of five (5) years of experience in a relevant position that required procurement of goods and services is required.
- Experience in drafting, reviewing, and/or approving works procurement and grant documents is preferred.
- Proven abilities as a result-oriented specialist who understands procurement and grants, collaboration, compliance, and international development.
- Demonstrated experience with procurement policies of international development organizations, including but not limited to World Bank, Inter-American Development Bank, or MCC.
- Proven 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 October 12th, 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.