



EMPLOYMENT OPPORTUNITY

The **Belize Trade and Investment Development Service (BELTRAIDE)** is a statutory body of the Government of Belize mandated to perform functions and duties related to:

- 1) Investment Generation and Business Facilitation & Aftercare
- 2) Trade Promotion and Export Development
- 3) Enterprise Development and Entrepreneurship
- 4) Skills Training & Job Preparedness

BELTRAIDE operates within the portfolio of the **Ministry of Economic Development, Petroleum, Investment, Trade and Commerce**.

BELTRAIDE is seeking the services of a suitably qualified and experienced person for the post of **PROJECTS OFFICER**. The successful applicant will be responsible for all areas relating to administration of all Projects approved by BELTRAIDE and coordinate with all Technical Units and relevant funding agencies to ensure effective and timely execution of projects.

MAIN RESPONSIBILITIES:

- ✿ Assist in the administration and monitoring of projects, including drafting project work plans, providing phasing and scheduling of projects, and coordination of communication between BELTRAIDE and granting agencies;
- ✿ Assist in the development and drafting of project charters and proposals for funding and technical assistance;
- ✿ Coordinate the evaluation and selection processes of consultancies in line with funding agency guidelines;
- ✿ Prepare and administer contracts for consultants along with memorandum and directives to contractors to enforce contract compliance; Liaise with project consultants to ensure smooth project execution;
- ✿ Review contractor claims/disputed work and advise upper management on appropriate action;
- ✿ Prepare project status report for the funding agents;
- ✿ Monitor and prepare financial report on BELTRAIDE counterpart contribution.

KNOWLEDGE & SKILLS:

- ✿ Keen knowledge of Belizean private/public sectors, international development agencies, micro-financing/financing, enterprise development and project/quality control management
- ✿ Exceptional knowledge of business development processes
- ✿ Develop strong and effective interpersonal and networking relationships and operate with senior level management
- ✿ Excellent effectual oral and written communication skills, including presentation.
- ✿ Must be a proactive and entrepreneurial thinker, with problem solving skills
- ✿ Second language is a requirement, preferably Spanish



QUALIFICATIONS:

The successful applicant must possess:

- ✦ A minimum of a Bachelor's Degree in Business Administration, Management, International Business, Project Management or equivalent
- ✦ Minimum of one (1) year of project management experience

SALARY:

An attractive package, commensurate with qualifications and experience, is being offered.

APPLICATION PROCESS:

Letters of Application are to be addressed to:

Ms. Lejia Melanie Gideon

General Manager

Belize Trade and Investment Development Service (BELTRAIDE)

#14 Orchid Garden

City of Belmopan

Belize

melanie@belizeinvest.org.bz

CC: freda@belizeinvest.org.bz

APPLICATION SHOULD INCLUDE:

- a) Proof of educational qualification (copy of certificate of highest educational qualification)
- b) Proof of work experience with two letters of reference, one from a most recent employer

CLOSING DATE & TIME

Applications accepted until **5:00 p.m. on Friday 14th June, 2017.**