Millennium Challenge Account Belize



WE ARE HIRING

JOIN OUR TEAM

OPEN POSITION

Specialist, Monitoring & Evaluation

DEADLINE

FRIDAY, OCTOBER 9, 2026

APPLY NOW

To submit applications, please email **hr@mcabelize.gov.bz**. The following documents should accompany your application:

- Curriculum vitae
- Cover letter confirming interest and availability.
- Soft copies of higher education and/or professional certificates.
- 3 Professional references' contact information.

About MCA-Belize & the Belize Compact

The Government of Belize (GoB) and the Millennium Challenge Corporation (MCC) signed a US$125M agreement on September 4, 2024. MCC is an independent U.S. Government agency focused on unlocking growth through results-driven foreign assistance. The goal of the Compact is to unlock economic growth in Belize by implementing an Education project and an Energy project. The Compact is expected to enter into force in 2026 and be implemented over five years. The Parliament of Belize established an independent accountable entity called the Millennium Challenge Account-Belize (MCA-Belize) to undertake the rights, obligations and responsibilities of the Government of Belize under the Compact. The MCA-Belize is located in Belize City.

Only applications received through the email above will be considered. Any application received through any other channels will not be considered.

Only shortlisted applicants will be contacted for interviews.

EMPOWERING MINDS, ENERGIZING BELIZE

NOW HIRING!

SPECIALIST, MONITORING & EVALUATION

POSITION OBJECTIVE

The Specialist, Monitoring and Evaluation (M&E Specialist), supports the M&E Director with implementation of the monitoring and evaluation activities of the compact, with the goal of producing timely, relevant, and reliable data and assessments related to the progress and quality of project implementation and the achievement of targeted results by the Belize Compact.

COMPENSATION

The basic salary for this position is between **$4,803.00 to $6,533.00 BZD** per month. Qualified candidates will be offered the minimum of the pay band, with opportunities to advance within the pay band 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-Belize also provides comprehensive benefits, including an allowable relocation cost for a foreign resident of up to a maximum of $5,000.00 USD. ***NOTE: This position does not include expat benefits.***

RESPONSIBILITIES

- Support the development of and periodic updates to the Belize Compact M&E Plan.
- Implement the monitoring component of the Belize Compact M&E Plan to provide timely and relevant input to project management and external reporting, including:
  - o Define the performance indicators to be monitored along with their baselines and targets in collaboration with project teams; ensure that monitoring indicators are relevant to project management needs and that risks and assumptions included in the M&E Plan are appropriately tracked
  - o Collect and analyze data to be reported in the quarterly Indicator Tracking Table (ITT), including checking inconsistent values with project leads and implementers, and storing supporting documentation for all data that is reported each quarter.
  - o Implement plan to resolve data gaps or quality issues related to M&E Plan indicators and build capacity with the party that produces the data (e.g., government entities or project implementers).
  - o Implement field assessments of progress towards the achievement of outputs and intermediate outcomes.
- Support the design and implementation of the evaluation component of the Belize Compact M&E Plan to promote accountability and learning, including:
  - o Provide data and documentation required to inform the design and implementation of evaluations to the M&E Director.
  - o Monitor adherence to the project design and implementation plans and report any deviations to MCC and the independent evaluator.
  - o Review evaluation reports, survey instruments, and other materials produced by each of the evaluators hired by MCC to conduct independent evaluations of the projects.
  - o Manage and oversee baseline/interim data collection to ensure alignment with the approved evaluation design and ensure coordination with the independent evaluator.
- Collaborate with MCA-Belize project teams to ensure that M&E's data and analysis is accurate, up-to-date, and supports the needs of the project teams. Train and guide the project team and implementing partners on the use of MCA-Belize M&E tools and formats, to strengthen the quality of M&E products.
- Produce reports that facilitate the use of monitoring data by project teams.
- Support the procurements and contracts funded by the program M&E budget.

REQUIRED COMPETENCIES

- Bachelor's degree in economics, statistics, or a related field.
- At least three years of experience in Monitoring and Evaluation.
- Experience conducting qualitative data collection (ex: key informant interviews, focus groups).
- Experience extracting and assessing the quality of secondary/administrative data.
- Willingness to undertake regular field visits and interact with different stakeholders.
- Good written and oral communication skills, ability to work with a wide range of stakeholders.
- Written and spoken fluency in English.
- Demonstrated experience in one or more of the following statistical analysis software and databases, such as STATA, SPSS, SAS, Access, Excel and strong knowledge of MS Word and PowerPoint.
- Excellent organizational skills related to data and document management.
- Ability to manage a variety of tasks and demands to meet deadlines in a responsible and flexible manner.
- Demonstrated experience working successfully in a team.

Applications should be submitted to **hr@mcabelize.gov.bz** with the subject: Vacancy - Specialist, Monitoring & Evaluation. The closing date for receiving applications is Friday, October 9, 2026

Only applications received through the email above will be considered.
Only shortlisted applicants will be contacted for interviews.