



Millennium
Challenge Account
Belize

WE ARE HIRING

JOIN OUR TEAM

Q OPEN POSITION

Specialist, Information Technology

DEADLINE

FRIDAY, JULY 31, 2026

APPLY NOW

To submit applications, please email hr@mcbelize.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.

EMPOWERING MINDS, ENERGIZING BELIZE

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.

NOW HIRING!

SPECIALIST, INFORMATION TECHNOLOGY



POSITION OBJECTIVE

The Specialist, Information Technology (IT Specialist) provides technical support and daily administration of MCA-Belize's information technology systems under the direction of the Manager, Information Technology (IT Manager). The IT Specialist ensures reliable operation of desktop systems, servers, network infrastructure, business applications, and data center components. This position supports the implementation of MCA-Belize's IT and MIS strategy and provides front-line customer service to MCA-Belize users.

The IT Specialist works closely with the IT Manager to maintain secure, stable, and high-performing systems; execute MIS and IT infrastructure projects; and uphold MCA-Belize's policies, controls, and operational standards.

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 IT Manager to optimize MCA-Belize's IT infrastructure and ensure integrity and security of systems, infrastructure, and organizational data repositories.
- Administer Windows Server environments including Active Directory, DNS, DHCP, Group Policy, File Services, virtual machines, domain services, and user accounts under the direction of the IT Manager.
- Monitor and maintain network infrastructure, including switches, routers, firewalls, and wireless systems.
- Provide daily helpdesk and desktop support for Windows 11, Microsoft 365, printing, connectivity, and troubleshooting.
- Configure, deploy, and maintain PCs, laptops, and mobile devices following MCA-Belize's security and configuration standards.
- Support storage, backup, and recovery systems and ensure data integrity across MCA-Belize's platforms.
- Assist with MIS and business application implementation, configuration, testing, and maintenance.
- Assist in vulnerability management measures such as security patching, endpoint protection, log review, and compliance with cybersecurity policies. Maintain documentation for systems, configurations, procedures, and support activities.
- Track hardware and software inventory and coordinate with vendors as directed by the IT Manager.
- Communicate system status, issues, and project updates to the IT Manager and collaborate with MCA-Belize teams as needed.
- Follow established change management procedures and maintain accurate technical documentation for all system modifications.
- Perform additional IT duties as assigned by the IT Manager or authorized personnel.

REQUIRED COMPETENCIES

- Bachelor's degree in computer science, information technology, cybersecurity, or a related discipline.
- At least three to five years of progressively responsible experience in systems administration, network infrastructure, and enterprise IT support.
- Experience providing helpdesk support, desktop administration, and system troubleshooting.
- Demonstrated experience administering Windows operating systems, Windows domain environments, and Microsoft 365.
- Practical knowledge of network fundamentals (TCP/IP, switching, routing, wireless).
- Experience with enterprise backup and recovery platforms (such as Veeam or equivalent), antivirus tools, virtualization platforms (Nutanix, VMware, Hyper-V, or equivalent), and storage systems.
- Ability to document systems, processes, and issues clearly.
- Ability to work independently, manage multiple tasks, and provide excellent customer service.

PREFERRED COMPETENCIES

- Experience configuring firewalls (Palo Alto or similar), Cisco switches/routers, and secure network environments.
- Experience with Microsoft PowerShell scripting.
- Experience supporting SQL Server databases and enterprise business applications.
- Experience with Intune, enterprise imaging, remote desktop tools, and endpoint security.
- Familiarity with data center operations and hardware lifecycle management.
- Understanding of cybersecurity principles and vulnerability mitigation.

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