



Millennium
Challenge Account
Belize

WE ARE HIRING

JOIN OUR TEAM

Q OPEN POSITION

Office Coordinator

DEADLINE

FRIDAY, JULY 31, 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.

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!

OFFICE COORDINATOR



POSITION OBJECTIVE

The Office Coordinator, under the supervision of the Finance and Administration Director (FAD), will supervise the administrative functions, logistical and building management of MCA-Belize by ensuring the provision of quality services on time. This position also supervises the Administrative Assistant and Driver/Courier and ensures compliance with established work plans and implementation guidelines of MCA-Belize and MCC.

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

- Manage the operations and administrative service platforms daily, including the vehicle pool, travel management, office cleaning, mail management, transport supplies, office equipment, and office construction operations, as applicable.
- Oversee the development and implementation of operational policies, establish standards and procedures, review and approve requests for supplies, and share procedures within MCA-Belize and with service providers so that they apply and comply with them.
- Establish an easy-to-use reporting dashboard and reporting systems for MCA-Belize management and staff.
- Manage MCA-Belize's asset management system and conduct regular asset inventories.
- Provide supervision and guidance on the management of the driver and official vehicle(s) of MCA-Belize by ensuring logistics for field missions, safety and security protocols, appropriate security of vehicles and logistics, and their efficient use.
- Conduct regular inspections of MCA-Belize offices to ensure compliance with security standards and ensure that the offices promote an environment conducive to the effective activities of staff and partners.
- Maintain office supplies and equipment: plan and implement the acquisition of equipment; maintain, control and replenish stock; check receipt of supplies; and facilitate the acquisition of commonly used services/products.
- Ensure the correct handover of all project equipment and keep documentation of all equipment problems reported by staff.
- Ensure that procurement documents are signed by the Supplier (e.g. contracts, deliverables and acceptance notes) and prepare and submit acceptance notes for items acquired by the administration division.
- Serve as the main contact for general service providers by controlling the specifications charges, type and quality of services required.
- Ensure that all technical problems at MCA-Belize's offices are resolved.
- Collaborate with MCA-Belize project and operations teams, MCC, and other key providers and stakeholders on the effective use of office management and other tools to achieve proactive management, successful implementation and quality control of the Compact projects and resources.
- Perform other tasks as requested by the Finance and Administration Director

REQUIRED COMPETENCIES

- Bachelor's degree in management, office administration, or related field.
- At least five (5) years of professional experience in the provision of administrative services/office management
- Fluency and excellent verbal communication skills in English is required.
- Computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with management systems.

PREFERRED COMPETENCIES

- Contract management skills with demonstrated experience managing small to mid-size organizations.
- Demonstrated similar work experience in Belize and experience coordinating with local government institutions.
- Previous working experience with international development organizations including international donors, NGOs, or government agency.

Applications should be submitted to hr@mcabelize.gov.bz with the subject: Vacancy - Office Coordinator. The closing date for receiving applications is Friday, July 31, 2026

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