



Millennium
Challenge Account
Belize

WE ARE HIRING

JOIN OUR TEAM

Q OPEN POSITION

Specialist, Procurement

DEADLINE

FRIDAY, JULY 31, 2026

APPLY NOW

To submit applications, please email hr@mca Belize.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, PROCUREMENT



POSITION OBJECTIVE

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

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

- Supports the overall Procurement and Grants function of the MCA-Belize, 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.
- Under the supervision of the Director, Procurement & Grants, serves as a liaison between the MCA-Belize, Procurement Agent, MCC, and outside entities on all procurement and facilitates the interconnected operations between and among all elements of the procurement. Synchronize the substance and process elements of procurement 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.
- Analyse MCA-Belize operational and programmatic needs and oversee that developed procurement plans and budgets are consistent with the overall plans and budgets of the Compact and aligned to the needs of MCA-Belize.
- Support coordinated efforts to prevent fraud and corruption within MCA-Belize's procurements and contract management processes and to conduct regular training for MCA-Belize staff to clarify procedures and strategies for fraud and corruption prevention.
- Represent MCA-Belize 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 Director, Procurement & Grants, lead MCA-Belize's efforts to ensure that all procurements are conducted in a manner consistent with MCC program procurement policies, requirements, and guidelines.
- Sustain the high quality of the procurement documents and contract 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-Belize.
- Guide MCA-Belize procurement and program staff, and implementing entities, on MCC procurement 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, including works contracts, identify delayed procurements, and provide recommendations to improve procurement planning. Ensure the procurement plan is updated regularly. Ensure MIS entries are timely, and data is of 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-Belize standards.
- Evaluate MCA-Belize's and implementing entities' procurement systems and determine their compliance with MCC standards and 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-Belize procurement, including advising and timely reporting to MCA-Belize's management and MCC on issues of non-compliance.
- Perform other tasks and responsibilities as requested by the Director, Procurement & Grants.

REQUIRED COMPETENCIES

- Bachelor's degree in business administration, commerce, law, finance, or a related field is required.
- A minimum of three (3) years of experience in a relevant position that required procurement of goods and services is required.
- Proven abilities as a result-oriented specialist who understands procurement, 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.

PREFERRED COMPETENCIES

- Master's degree in business administration, commerce, law, finance, or a related field is preferred.
- Experience in drafting, reviewing, and/or approving works procurement documents.

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

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