



Millennium
Challenge Account
Belize

WE ARE HIRING

JOIN OUR TEAM

Q OPEN POSITION

Administrative Assistant

DEADLINE

 TUESDAY SEPTEMBER 1, 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!

ADMINISTRATIVE ASSISTANT



POSITION OBJECTIVE

The Administrative Assistant plays a vital role in supporting the Office Coordinator in achieving the organization's strategic goals. This role involves working closely with the Office Coordinator to ensure smooth operation of daily tasks, facilitating effective communication, and providing robust administrative support. This position is pivotal in organizing activities, managing information flow, and ensuring administrative processes are conducted efficiently to support the overarching goals of the organization.

COMPENSATION

The basic salary for this position is between **\$3,290.00 to \$4,400.00 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

- Provide comprehensive support to the Finance and Administration Director, Office Coordinator, Senior Management, and Sector Leads including managing calendars, scheduling appointments, and coordinating meetings.
- Support the day-to-day administration of office operations by monitoring inventory levels and informing the Office Coordinator of supply and procurement needs.
- Maintain established physical and electronic filing systems to ensure records are organized, secure, and readily accessible.
- Manage calendars, schedule meetings, and coordinate logistics for events, workshops, and training sessions involving MCA-Belize staff and stakeholders.
- Ensure well-maintained office facilities by coordinating with service providers for repairs and upgrades.
- Arrange and facilitate travel logistics for staff and visitors, including flight bookings, accommodations, and transportation.
- Ensure adherence to MCC and local regulatory guidelines through accurate record-keeping and documentation.
- Assist the Office Coordinator in maintaining vendor files, tracking service agreements, and coordinating routine communications with service providers.
- Assist the finance team in monitoring administrative expenses and preparing budget reports.
- Provide administrative support in the implementation and maintenance of approved administrative policies and procedures, including maintaining records and communicating updates to staff.
- Provide administrative support to project teams and departments to foster a collaborative and productive work environment.
- Answer phone calls and greet visitors.
- Receive and distribute incoming mail.
- Prepare communications such as memos, emails, or reports.
- Draft and edit letters, reports and other relevant documents.
- Perform other administrative tasks and special projects, as assigned by the Office Coordinator or the FAD to support the effective functioning of MCA-Belize.

REQUIRED COMPETENCIES

- Associate degree in business administration, business management, office administration, or a related field.
- Minimum of three (3) years of experience in executing administrative and/or executive support functions.
- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) or similar office suite.
- Excellent written and verbal communication skills in English, including writing professional emails to a variety of audiences.
- Experience maintaining administrative records, processing documentation, and supporting budget tracking activities.
- Proficiency in English, both written and spoken, and fluency in Belize Kriol.

PREFERRED COMPETENCIES

- Further education or certification in office administration or related field preferred.
- Experience working with international organizations or donors.

Applications should be submitted to hr@mcabelize.gov.bz with the subject: Vacancy - Administrative Assistant. The closing date for receiving applications is Tuesday September 1, 2026.

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