

# Driver/Courier

## Millennium Challenge Account-Belize (MCA-Belize)

### About MCA

The Government of Belize (GoB) and the Millennium Challenge Corporation (MCC) signed a US\$125M grant agreement on September 4, 2024. MCC is a U.S. government agency focused on assisting countries and is dedicated to good governance, economic freedom, and investing in people. The goal of the Compact is to reduce poverty through 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 executing agency 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.

### Driver/Courier

#### Position Objective

The Driver/Courier, under the supervision of the Administrative Manager, is responsible for courier tasks, driving office vehicles for official functions, and maintaining the cleanliness and functionality of the vehicles to support the office in its overall functioning.

#### Compensation

The basic salary for this position is between \$2,194.00 and \$3,016.00 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.

#### Responsibilities

- Drive MCA-Belize office staff and guests, ensuring safety and security of passengers in support of the daily operational requirements of the office and its programs.
- Maintain the cleanliness and functionality of vehicles, reporting any damage or need for repairs and maintenance, and ensure that the vehicles are ready for use.
- Log vehicle use, gasoline consumption, and mileage to ensure that vehicles, considered organizational resources, are responsibly used and to support monitoring and audit activities.
- Keep aware of schedules, work plans, and general traffic conditions to ensure effective and efficient driving support is provided to office staff.
- Responsible for courier tasks.
- Responsible for other duties as assigned by the Administrative Manager, including but not limited to staffing the receptionist desk, moving furniture/supplies, and supporting logistics for events.

## Required Competencies

- Completion of secondary school or primary school.
- At least two (2) years of professional driving experience with a clean driving record.

## Preferred Competencies

- Certification in Defensive Driving
- Fluency and excellent verbal communication skills in English.

## How to apply

To submit applications, please email [hr@mcabelize.gov.bz](mailto:hr@mcabelize.gov.bz). The following documents should accompany your application:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of proof of education and certificates, as applicable.

Applications can be submitted via email **with the subject: Vacancy - Driver/Courier**, to the address above. The closing date for receiving applications is Friday, November 7, 2025.

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.