



Millennium Challenge Account Belize

**WE ARE
HIRING**

JOIN OUR TEAM

Q OPEN POSITION

Specialist, Educational Resources

DEADLINE

FRIDAY, FEBRUARY 20, 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 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.

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, EDUCATIONAL RESOURCES



POSITION OBJECTIVE

The Educational Resources (Teaching and Learning Materials) Specialist will support Activity 1.2: Equipping Educators and other Belize Education Project activities related to the development, quality assurance, and use of teaching and learning materials under the Compact (from initiation to completion). The position will build collaborative relationships with project stakeholders and support oversight of budgets, contracts, contractors, and grantee performance related to the provision of teaching and learning materials. The Educational Resources (Teaching and Learning Materials) Specialist will work closely with the selected partners under the Equipping Secondary Educators Project and with the Training Specialist to ensure teaching and learning materials for secondary teachers and students are high-quality, inclusive, curriculum-aligned, and contextually appropriate. The position operates under the supervision of the Director, Quality of Secondary Education.

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

- Assist the Director, Quality of Secondary Education Director in assessing the needs for developing, reviewing, piloting, and implementing teaching and learning materials for secondary education.
- Oversee and support the management of grantee(s) and/or contractors' performance in the development of learning materials, ensuring compliance with approved scopes of work, quality standards, and timelines.
- Work closely with the Director, Quality of Secondary Education and Training Specialist to review learning materials, to ensure alignment with national curriculum frameworks, assessment standards and the principles of Universal Design for Learning (UDL).
- Support quality assurance across the teaching and learning materials lifecycle, including development/curation, validation, revision, approval, and scale-up.
- Support the development/curation of teaching and learning materials that promote accessibility and equity for all students.
- Support the design and adaption of teaching and learning materials for resource-limited and low-connectivity environments, including blended and offline solutions where appropriate.
- Support engagement with MCA Staff, MCC Staff, and Government counterparts to effectively integrate stakeholder input into planning, development, and implementation, including Terms of Reference, work plans, designs, supervision contracts, budgets, timelines, and monitoring mechanisms.
- Coordinate closely with all MCA Staff and Government counterparts, under the supervision of the Quality of Secondary Education Director, to ensure proper oversight of the implementation and use of learning materials for the Education Project, including participating in field missions and site visits.
- Support institutional capacity building and sustainability by contributing to knowledge transfer and documentation to enable continued use and updating of learning materials beyond the Compact period.
- Maintain accurate documentation, databases, and records to support reporting, monitoring, audits, and communications.

REQUIRED COMPETENCIES

- Bachelor's Degree in Education, Curriculum and Instruction, Instructional design, Educational Technology, Educational Resources, or a related field.
- At least five (5) years of progressively responsible experience in learning materials development, curriculum support, education reform, or related large-scale education projects/programs.
- At least three (3) years of experience designing, testing, or implementing teaching and learning materials in school settings at the secondary level.
- Demonstrated experience developing digital, blended, or offline teaching and learning materials in resource-limited contexts.
- Demonstrated experience managing and supporting programs aimed at improving teacher and school performance, including the development and testing of training and learning materials.
- Strong experience integrating Universal Design for Learning (UDL) principles into teaching and learning materials.
- Proven ability to communicate and work with multiple stakeholders to achieve project objectives.
- Experience managing grants is an asset.
- Excellent written and verbal communication skills in English are required.
- Demonstrated interpersonal, analytical, and problem-solving skills.
- Fluency in Belize Kriol and/or Spanish is preferred.

PREFERRED COMPETENCIES

- Master's Degree in Education, Curriculum and Instruction, Instructional design, Educational Technology, Educational Resources, or a related field.

Applications should be submitted to hr@mcbelize.gov.bz with the subject: Vacancy - Specialist, Educational Resources. The closing date for receiving applications is Friday, February 20, 2026

Only applications received through the email above will be considered.
Only shortlisted applicants will be contacted for interviews.