



Millennium
Challenge Account
Belize

WE ARE
HIRING

JOIN OUR TEAM

🔍 OPEN POSITION

Specialist, Project Management

DEADLINE

📅 FRIDAY, FEBRUARY 20, 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 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, PROJECT MANAGEMENT



POSITION OBJECTIVE

The Project Management Specialist, Education Project, under the guidance of the Managing Director, Education Project is responsible for the daily execution, monitoring, and supervision of a range of activities supporting the Education Project, ensuring consistency with established work plans and implementation guidelines.

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

- Execute and/or oversee a range of project implementation and support activities as defined by the project plan ensuring that these are delivered on a timely basis to support broader project initiatives and objectives, and ensure consistency of quality.
- Consolidate project statistics from multiple sources and review these for accuracy and compliance with established formats to support implementation, monitoring, and analytics.
- Advise Managing Director, Education Project of issues related to the implementation of the project in order ensure the continuity of project delivery;
- Monitor project budget, procurement activities, and contracts, ensuring that these are consistent with established MCA guidelines and that issues and discrepancies are resolved and reported.
- Monitor project timelines and milestones, anticipate delivery issues, and ensure that staff and external stakeholders are kept informed of project status to support overall project management and delivery.
- Maintain project documentation and Operations Manuals ensuring that these are current and reflecting lessons learned to support the improvement of projects/processes.

REQUIRED COMPETENCIES

- Bachelor's degree in Project Management.
- Project management certification
- Specialized experience in development program management
- At least five (5) years of professional experience in project management and coordination, ideally in the education sector
- Exceptional skills in project management, with demonstrated experience developing work plans, budgeting, managing contracts and consultants

PREFERED COMPETENCIES

- Familiarity with implementing social analysis programs as well as with meeting environmental, social, and health and safety requirements, especially as related to the education sector is preferred.

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

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