

Procurement Specialist

Millennium Challenge Account-Belize (MCA-Belize)

About MCA-Belize

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.

Procurement Specialist

Position Objective

The Procurement Specialist, under the supervision of the Procurement Director, 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 and \$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.

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 and MCC Program Grant Guidelines.
- Under the supervision of the Procurement Director, serves as a liaison between the MCA-Belize, Procurement Agent, MCC, and outside entities on all procurement and grant activities and facilitates the interconnected operations between and among all elements of the procurement and grant processes. Synchronize the substance and process elements of procurement and grant activities within required timelines.

UNCLASSIFIED

- 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 and grant 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 Procurement Director, lead MCA-Belize's efforts to ensure that all procurements are conducted in a manner consistent with MCC program procurement policies, requirements, and guidelines, and that all grants are consistent with the MCC's program grant policies, requirements, and guidelines.
- Sustain the high quality of the procurement and grants documents and contract and grant 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 and grant 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 and grants, including works contracts, identify delayed procurements and grants, 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 of Procurement.

Required Competencies

- Bachelor's degree in business administration, commerce, law, finance, or a related field is required.
- A minimum of five (5) 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 and grants, 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

- A master's degree is preferred but not required.
- Experience in drafting, reviewing, and/or approving works procurement and grant documents.

How to Apply

To submit applications, please email 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 higher education and professional certificates, as applicable.

Applications can be submitted via email **with the subject: Vacancy – Procurement Specialist**, to the address above. The closing date for receiving applications is Friday, October 10, 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.