



INSTITUTE OF ARCHAEOLOGY

Preserving the Past for the Future

JOB DESCRIPTION: ASSOCIATE DIRECTOR – PARKS

Position Title:	Associate Director – Parks	Primary Supervisor:	Director, IA
Division:	Park Management, Institute of Archaeology	Secondary Supervisor:	
Level:	L3 – Middle Management	Duty Station:	Belmopan
Replacement/ Stand-In:	Director – IA/Parks Regional Coordinator	Last Revision:	May 2023
NICH PS:	3.08 (\$51,948.00 per annum)		

Main Objective:

The Institute of Archaeology is committed to the safeguarding, preservation, and promotion of Belize’s archaeological resources. Through promoting and advancing knowledge of Belize and our archaeological heritage, the Institute of Archaeology contributes to the national enjoyment and appreciation of the archaeological reserves and to the protection and preservation of all archaeological sites including all caves sites.

In achieving this objective, the Institute of Archaeology has park management as a central component of its responsibilities. The fundamental objective of the park management unit at the Institute of Archaeology is to oversee the management and preservation of the archaeological reserves. The park management unit is responsible for developing and implementing strategies ensuring that the archaeological reserves are maintained to the highest standards and that visitors have a safe and enjoyable experience.

Primary Deliverables:

1. Develop and implement an action plan for all archaeological reserves.
 - 1.1 Responsible for overall management and preservation of fourteen (14) archaeological reserves, in collaboration with the Parks Regional Coordinators and the Facilities Maintenance Unit.
 - 1.2 Responsible for effective implementation of policies, procedures, and strategies to guide the development and maintenance of all tourism-related infrastructure on the archaeological reserves.
 - 1.3 Develop and implement policies and procedures ensuring the safety and security of all visitors to the reserves.

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- 1.4 Responsible for collaborating with the Research and Education Unit at the IA in the development and implementation of educational programs and interpretive materials to enhance visitors' experiences.
2. Oversee the administration and management of the Park Staff at all fourteen (14) archaeological reserves.
 - 2.1 Provide advisory and technical guidance to the Park Regional Coordinators in the management of the park staff, including training and performance management.
 - 2.2 Work in collaboration with the IA Administrative Assistant in the effective recruitment of new staff and in ensuring HR policies and procedures are implemented and maintained for all Park Staff.
 - 2.3 Maintain effective communications with all Park Staff and identify areas that may need development and/or improvement.
 - 2.4 Responsible for recommending, coordinating and supporting the development of an annual professional development training calendar aimed at improving productivity and efficiency of the Park Staff.
 - 2.5 Responsible for maintaining an effective communication system with all Park Staff.
3. Direct technical capacity development for the archaeological reserves and provide support for archaeology in the wider tourism and conservation field.
 - 3.1 Provide technical expertise and oversight to the development of the archaeological reserves in the following capacities: (i) zoning of the reserves; (ii) security enforcement on the reserves; (iii) community engagement; (iv) tourism development; (v) archaeological conservation efforts.
 - 3.2 Provide technical support to the Parks Regional Coordinators and Park Managers in developing necessary monitoring and evaluation systems for the archaeological reserves.
 - 3.3 Responsible for collaborating with the Enforcement and Compliance Unit at the IA in the development of policies and guidelines for the monitoring and assessment of tourism activities on archaeological sites (inclusive of cave sites).
 - 3.4 Responsible for developing network of relevant stakeholders including local community members, tour guide associations, security agencies (TPU/BDF), and other national partners (e.g. DOE, BTB, local NGOs).
 - 3.5 Ensure archaeological reserves are in compliance with all relevant legislation and regulations.
 - 3.6 Represent the IA at national, regional, or international events as the focal point for matters relating to the management and development of the archaeological reserves.

4. Collaborate effectively with all other IA Units, NICH institutions and departments, including Management and Technical Teams.
5. Perform other related duties that may be assigned by the Director for the efficient and effective functioning of the institution.

Education and Skills:

1. Master's Degree in Anthropology/Archaeology, Natural Resources Management, Park or Heritage Management or other relevant field.
2. Knowledge of archaeology, archaeological reserves management, archaeological or cultural tourism would be an asset.
3. Minimum of five (5) years of park or protected areas management experience in Belize (preferably in an archaeological context).
4. Knowledge of relevant archaeological legislation and regulations.
5. Strong leadership and management skills.
6. Excellent analytical, documentation, and communication skills.
7. Strong problem-solving and decision-making skills.
8. Competent in English Language; competency in Spanish would be an asset.
9. Competency in using Microsoft Office Suite.

Working Conditions:

1. Frequently requires physical activity in open environment and rugged terrain.