

Executive Assistant

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.

Executive Assistant

Position Objective

The Executive Assistant is responsible for the daily monitoring and organization of the schedule, workflow, and communications of the Executive Director. The position maintains open communication lines to support the functions of the Executive Director's office while ensuring compliance with established knowledge management and information security protocols.

Compensation

The basic salary for this position is between \$3,290.00 and \$4,400.00 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

- Monitor communications addressed to the Executive Director, ensuring pressing matters are identified and addressed timely.
- Draft routine correspondence for the Executive Director.
- Organize daily appointment schedule and briefing materials for the Executive Director, anticipating possible changes in priority and agenda to ensure an optimized workflow of concerned parties.
- Facilitate the flow of information across different functional areas of the MCA-Belize to support collaboration and the dissemination of information from the Executive Director's office.
- Review requests, proposals, plans, and other documents to be approved by the Executive Director for formatting, grammar, and completeness.
- Maintain a file to effectively track action items leading to timeliness and consistency of service delivery.
- Perform other tasks and responsibilities as requested by the Executive Director.

Required Competencies

- Bachelor's degree
- At least three (3) years of prior experience as an executive assistant for a senior manager or above.
- Fluency and excellent verbal communication skills in English.

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 proof of education and professional certificates, as applicable

Applications can be submitted via email **with the subject: Vacancy - Executive Assistant**, to the address above. The closing date for receiving applications is Friday, October 3, 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.