

Managing Director, Operations

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.

Managing Director, Operations

Position Objective

The Managing Director, Operations, under the supervision of the Executive Director, will lead multidisciplinary professionals responsible for supporting the implementation of the Compact. These disciplines include finance, administration, human resources, procurement, and information technology.

Compensation

The basic salary for this position is between \$11,232.00 and \$13,759.00 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

The Managing Director of Operations will be expected to carry out the following primary responsibilities:

- Lead the overall operations function of MCA-Belize and ensure that cross-functional initiatives across the Operations Division sufficiently support the implementation of the Compact's projects.
- Adapt policies and operating frameworks with the Compact's statutory and operational requirements.
- Strategically allocate budgets and identify resources aligned to these requirements and consistent with MCA-Belize's needs.
- Develop and implement technical systems and plans to ensure optimal operations in the Operations division that are consistent with MCA-Belize's objectives and compliant with the requirements of the Compact.
- Build and develop teams of professionals in all areas of the Operations division. Train new MCA-Belize operations staff and identify and engage technical resources (e.g., external consultants, MCC) to provide external advice and expertise aligned with MCA-Belize's strategic needs.
- Ensure teams are adequately resourced throughout the life of the Compact.
- Serve as liaison between the MCA-Belize Operations division function and MCC and the MCA board, ensuring that the overall status of operations is properly communicated.
- Supervise Operations division Directors and Managers and establish a collaborative environment between the Operations division and other parts of MCA-Belize.

- Represent MCA-Belize management team in MCA-Belize's relationships with the Government of Belize, the Belizean public, auditors, MCC, and international stakeholders, as well as contractors and consultants.
- Coordinate with units of the Government of Belize involved in implementing the Compact on MCC technical guidelines, local regulations, and reporting requirements to ensure compliance and transparency.
- Introduce streamlined methodologies and policies for documentation, evaluation, monitoring, and reporting to enhance delivery timeframes while remaining responsive to the MCA-Belize's needs.
- Organize effective service delivery of the administrative functions of the Operations division team as per established timeframes.
- Organize knowledge management resources and tools to strengthen the quality of services to ensure alignment with MCA-Belize and MCC policies and guidelines.
- Deliver on the implementation of a cohesive work plan that integrates the different areas of the Operations Division.
- Create an environment that allows for interaction amongst other Program teams and staff to implement successful activities with cross-cutting components.
- Perform other tasks and responsibilities as requested by the Executive Director.

Required Competencies

- A master's degree in business administration, public administration, economics, project management, or related fields.
- A minimum of ten (10) years of broad program management experience encompassing cross-program oversight, development, and management of significant resources. A minimum of five (5) years of experience in supervising or managerial positions.
- Demonstrated ability to balance a variety of tasks and demands
- A demonstrated history of delivering high-quality projects on time and within budget.
- Fluency and excellent written and 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 higher education and professional certificates, as applicable.

Applications can be submitted via email **with the subject: Vacancy - Managing Director, Operations**, 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.