

NATIONAL ACCREDITATION COUNCIL OF BELIZE (NACB)

VACANCY POSITION: EXECUTIVE DIRECTOR OF THE NACB

The National Accreditation Council of Belize (NACB) invites applications from suitably qualified citizens of Belize and of the Caribbean Community (CARICOM) to the vacant position of Executive Director of the NACB.

Overview of the Post.

The Executive Director (ED) is the principal executive of the Council and is responsible to the Board of Directors of the Council for the day-to-day management, administration, direction and control of the Council.

Summary of Duties.

1. The Executive Director (ED) is the principal executive officer of the Council and is responsible to the Board of Directors of the National Accreditation Council of Belize (NACB) through Board chair for the day-to-day management, administration, direction and control of the Council.
2. Serves the quality assurance interests of the NACB's stakeholders and collectively the nation of Belize in contributing to the generation of high-quality human capital for Belize's development.
3. Provides leadership, direction, supervision and support to the NACB in conceptualizing, planning, executing and evaluating the multi-year and annual work plan of the NACB.
4. Ensures the drafting and revision of policies, regulations and protocols of registration, recognition and accreditation for Board review and approval.
5. Ensures the sound and cost-effective implementation and regular review of registration, recognition and accreditation policies, regulations and protocols for Board review and approval.
6. Ensures the drafting and revision of recruitment, retention, management, and development of human resource policies, regulations and protocols for Board review and approval.
7. Uses effective communication skills to articulate the mission, vision, goals, values and on-going work of the NACB team and with external stakeholders.
8. Promotes and protects the interests of the NACB and its employees and works to develop the institutional efficiency and effectiveness of the NACB to achieve its mission and goals.
9. Ensures the timely submission of the annual report, annual audit and other periodic reports required by the Board.
10. Plans towards the self-sustainability of the NACB.
11. Demonstrates an ability to develop and manage financial documents. This includes budgets, cash flow, income statements, balance statements, audit compliance, inventory of assets, and so on.
12. Ensures that proper technical hardware and software are in place for the creation and efficient management of the NACB database

13. Seeks through project proposals technical, in-kind, and financial support for the work of the NACB from potential donor institutions in collaboration with relevant ministries of government and relevant networks.
14. Leads and coordinates the necessary training in education institutions for compliance with registration and accreditation standards of the NACB.
15. Liaises with existing quality assurance agencies national and regional such as the Belize Board of Teachers Education, Technical and Vocational Education, Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (CAAM-HP), CANTA, Nursing Council, Association of Engineers and Architects ... for close partnerships in the accreditation of institutions and programs in those areas.

Specific Duties of the Post. Specific duties can be viewed by clicking [[Specific Duties of the ED](#)].

Requirements of the Post.

Suitable candidates shall provide evidence of

- ✓ An *earned* (honors degree does not qualify) doctoral degree (PhD or professional) from an accredited university
- ✓ Five years of experience or more in senior leadership in higher education
- ✓ Being recognized for his/her contribution to academia at the national and/or regional levels in education. *
- ✓ Relevant training in quality assurance
- ✓ Four years of experience or more in the design, implementation, and evaluation of higher education programs and/or institutions. *
- ✓ High ethical standards. *
- ✓ Familiarity with the opportunities and challenges of the Belizean educational landscape, quality assurance networks in Belize and the region.
- ✓ Excellent proficiency in English.
- ✓ Proficiency in Spanish is an asset.

Recommendation. Two letters of recommendation that *address the summary of duties of the post and Requirements of the Post*. The letters of recommendation shall be submitted *separately* by referees to the contact provided below.

(* Evidence can be provided through letters of recommendation or through a letter from the relevant officer of the candidate's institution.)

Salary and benefits

Commensurate with relevant qualification, expertise and experience in alignment with Belize's salary packages for similar posts and approved by the Minister of Education.

Selection Process

Applications will be reviewed. Shortlisted candidates will be contacted by email or telephone for an interview.

Contact for submission of applications. Complete application packages shall be submitted with signed cover letter, electronically or in hard copy to

Search Committee, Executive Director
National Accreditation Council of Belize,
#23 Garbutt Creek Street,
City of Belmopan, Belize

Applications may also be submitted via email to info.nacb@moe.gov.bz

Deadline for receipt of complete application package

Complete application package must be received on or before noon of September 1, 2026. Incomplete or late packages may not be processed.

Note: The NACB shall not be responsible for expenses associated with the travel to/from the interview of any candidate unless otherwise indicated in writing by the NACB.