



GOVERNMENT OF BELIZE
MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT, AND
INVESTMENT
REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY FOR ADMINISTRATIVE ASSISTANT (AA) FOR THE BELIZE
INTEGRAL SECURITY PROGRAMME (BISP)

Nº CABEI-CS-003-2021/2147

BACKGROUND

The Government of Belize (GOB) is implementing a security programme with the overall objective to contribute to improving the quality of life of Belizeans and to support regional efforts that seek to combat crime. The key goal of the Belize Integral Security Programme (BISP) is to strengthen citizen security by providing support to those institutions directly engaged in maintaining national security. The Central American Bank for Economic Integration (CABEI), as part of the services it provides to its beneficiary member countries, is providing the total financing for the procurement of a consultant to fill the role of Procurement Officer in the framework of the Belize Integral Security Programme (BISP). The Ministry of Finance, **Economic Development**, and Investment will be responsible for the execution of the Programme and all its components, reporting all progress to CABEI and ensuring the execution of each component under the terms established for CABEI formulation and approval. The execution of BISP components will be carried out by the Co-Executors: Belize Police Department, Belize Defence Force, Belize Coast Guard and National Forensic Science Services.

The General Objectives of the consultancy to be contracted is to provide Administrative, Operational and Logistical support to the Programme Coordinator and the Programme Executing Unit.

The Ministry of Finance, **Economic Development** and Investment now invites interested consultants to present their expressions of interest along with their respective resume to participate in the selection process for the consultancy of an Administrative Assistant (AA) with the Belize Integral Security Programme (BISP).

SCOPE OF WORK

The Administrative Assistant (AA) will be responsible to carry out administrative, operational, and logistic support activities. He/she will be responsible for aiding the PEU in general project implementation, management, and day-to-day liaison with counterparts. In doing so the AA must always ensure the efficient and professional operation of the office. Assist the project coordinator in the day-to-day functions and activities including coordination and management of meetings and schedules.

SUPERVISION AND REPORTING

The Administrative Assistant will work under the general guidance and report directly to the Project Coordinator. The post will be based at the Office of the Programme Executing Unit in Belmopan.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

The successful candidate shall have **at least an Associate Degree** in Business Administration, Accounting, Finance, or other related discipline and must possess sound knowledge and experience of administrative practices, procedures and processes and an ability to plan, organize, set priorities, and meet deadlines, as well as an ability to multi-task and complete assignments with minimum supervision. More specifically the candidate should have:

- Minimum of five (5) years' experience in the implementation of administrative procedures regarding the efficient and effective running of the office and logistic support such as travel and hotel arrangement for the PEU.
- Minimum of five (5) years' experience in secretarial duties/functions or customer care services
- Must be computer literate and skilled in the use of Microsoft Office, Excel, and Power Point.
- Prior project management training or experience will be considered an advantage.
- Excellent written and oral communication skills in English; ability to speak and write in Spanish would be an asset.

TERMS

The Administrative Assistant will be selected by a competitive process in accordance with the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEL resources and its Norms for Application (DI-52/2020 / PRE-40/2021). The successful candidate will be employed on a fulltime contractual basis; the initial contract will be for a one-year period.

Interested eligible Consultants may obtain further information and a complete Terms of Reference from the Programme Execution Unit of the BISP. Requests should be addressed to projectcoordinator.bisp@med.gov.bz during office hours of 9:00 a.m. to 4:00 p.m. local time from Monday to Friday; or you can visit the Ministry of Economic Development's webpage, www.med.gov.bz to download the Terms of Reference. Additionally, the consultancy announcement can be found on the Belize Procurement Notice Board's webpage <https://blz-cppnb.caricom.org/epps/home.do>

Deadline for submission of Expressions of Interest is **Monday August 30th, 2021**. Expressions of interest along with Resume and supporting documentation (Degrees, Certificates, etc.), must be sent via electronic mail (email) to projectcoordinator.bisp@med.gov.bz or via direct mail or hand delivered to the address indicated below by **11:00 a.m. on Monday August 30th, 2021**.

Late submissions will not be considered.

**Project Coordinator
Belize Integral Security Programme (BISP)
Project Management Unit
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2nd Floor, Unit #3
Belmopan City, Belize C.A.
Ref: N° CABEL-CS-003-2021/2147
Administrative Assistant**