

STRENGTHENING PUBLIC EXPENDITURE MANAGEMENT IN BELIZE

TERMS OF REFERENCE

Updated – February 15, 2024

Administrative Assistant

Training and Development Unit - Ministry of Public Service, Constitutional and Political Reform and Religious Affairs

DUTY STATION: Belmopan City, Belize
PROJECT NUMBER: BL-L1038
Loan No.: 5353/OC-BL
Process ID: BL-L1038-P00078

1 BACKGROUND

The Strengthening Public Expenditure Management Program – SPEM (5353/OC-BL-L1038) is a response to the consolidation efforts to bring public finances back to a sustainable path and create meaningful fiscal space require the adaptation of reforms to reduce inefficiencies in public expenditure, which amounts to 6.3% of GDP at the level of the wage bill, procurement, and transfers, the third highest in the region. To face this challenge the government is committed to implementing a comprehensive fiscal consolidation plan, with a strategy centered on three areas: (i) expenditure reduction (ii) increased revenues; and (iii) debt restructuring.

The general objective is to promote the fiscal sustainability of Belize. The specific objective is to increase the efficiency of public resources by strengthening public financial management. The project is being funded by the Government of Belize and the Inter-American Development Bank (IDB) through a loan of US\$8 million.

The program is comprised of a single component with four subcomponents that will achieve the objective:

- (i) Financial Management, to improve the efficiency of key expenditure functions;
- (ii) Procurement, to improve efficiency by promoting economies of scale and competitiveness among suppliers in the acquisition of all goods and services; (iii) Technological Infrastructure, to promote a more sustainable technological infrastructure enabling processes to be more reliable and faster; and (iv) Strengthening Capacity Building, to improve institutional capacity for personnel to carry out processes and operate systems efficiently.

2 OBJECTIVE AND SCOPE OF WORK

The Administrative Assistant's role in the Strengthening Public Expenditure Management (SPEM) project, specifically in Component 1.4 Capacity Building, is focused on delivering comprehensive administrative support. This encompasses responsibilities in human resource

management, records management, and various general administrative tasks within the Training and Development Unit of the Ministry of Public Service, Constitutional and Political Reform and Religious Affairs (MPSCPR&RA).

The Administrative Assistant plays a crucial role in the smooth operation of the Training and Development Unit within the SPEM project, working closely with the Project Coordinator and the Director of Training and Development (DTD). Key responsibilities include effective management of project records, resources, and general administration tasks. This role involves regular consultation with the Project Coordinator and DTD, offering recommendations and updates on various project and administrative aspects. The incumbent is expected to work both independently and collaboratively within the team, making informed decisions and solving routine challenges in line with established policies and procedures, all aimed at achieving the unit's goals and objectives.

The Administrative Assistant, integral to the SPEM project, operates under the direct oversight of the Project Coordinator and the Director of Training and Development (DTD). This role is pivotal in implementing decisions and resolving routine project-related issues, adhering strictly to established policies and procedures to fulfil the project's goals and objectives. Additionally, the incumbent is responsible for coordinating transportation for project-related travel, managing incoming and outgoing correspondence effectively, and ensuring the delivery of high-quality services as required by the project's demands.

The incumbent in this role is expected to have a thorough understanding of office administration procedures, with a strong emphasis on maintaining accuracy and confidentiality, particularly in areas like monitoring, database management, and research. Essential skills for this position include superior oral and written communication abilities, outstanding interpersonal and team-building capabilities, and the proficiency to organize work effectively and efficiently. These competencies are crucial for ensuring the smooth functioning of the office and the successful execution of its responsibilities.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

Administrative

1. Develops circulars and incorporates feedback from the Project Coordinator and the DTD.
2. Writes minutes, memos, and replies to project correspondences as required.
3. Types and/or dispatches confidential and other project documents (such as PFM Certificates) and assists with follow-up actions.
4. Liaises with senior officers, Administrative Officers, and Administrative Assistants regarding project deliverables and maintains awareness of deadlines.
5. Schedules vehicle movement requests for project-related tasks, addressing any issues to the supervisor.
6. Creates status reports and modifies schedules or plans as needed to meet deliverables in a timely manner.
7. Assists in troubleshooting issues related to the PFM Certification Programme.

8. Liaises with Ministries, where applicable, for pending submissions for the Skills Gap Analysis and Change Management survey.
9. Serves as the point of contact for queries related to activities under the SPEM project, Component 1.4 Capacity Building.
10. Sends reminders and follows up with participants of the PFM Certification Programme.
11. Liaises with Ministries for participant confirmation for the Change Management Workshops and similar activities.

Database Management

12. Provides relevant information to the Consultancy Firm regarding Desk Review, Stakeholder Interviews for Gap Analysis and Change Management, workshop invites, and other related matters.
13. Develops and maintains a listing of participants for the PFM Certification Programme.
14. Develops and maintains a comprehensive stakeholder listing for the Training and Development Unit.

Other

15. Attends meetings and events relevant to the SPEM project.
16. Keeps the Project Coordinator informed of all disputes, issues, or concerns that may require intervention.
17. May deputize for the Project Coordinator in their absence.

4 QUALIFICATION AND EXPERIENCE

3.1 Academic Qualifications

Minimum of a Bachelor's degree in Business Administration, Public Finance, Public Sector Management, Public Administration, Human Resource Management, Business Administration, or related field.

3.2 Experience

- i. Minimum general experience of five (5) years(open)..
- ii. Minimum of three (3) years specific experience as either a First-Class Clerk in the public sector or as a Senior Clerk in a Human Resource Management department at a well-established private sector organization (OPEN).
- iii. Experience working in the public sector will be an asset.

3.3 Skills, Knowledge and Abilities

- i. The position requires specialized skills in records management and a comprehensive understanding of government administrative procedures, rules, and regulations.
- ii. Fully computer literate with working knowledge of word and excel spreadsheet applications required (proof required, e.g. certificate or transcript).
- iii. An ability to work independently and set priorities with minimal supervision is essential.
- iv. The candidate must be adept at handling sensitive and confidential information, demonstrating a proficiency that goes above and beyond average in both written and oral communication.

- v. Basic skills in conflict resolution are required, equipping the incumbent to manage and resolve disputes effectively within the workplace. These qualifications are essential for the role, ensuring that the candidate can perform their duties with the required expertise and discretion.
- vi. General knowledge of the Public Service Regulations 2014, General Workers Regulations, the Belize Constitution, and principles related to the control of public expenditure is required.
- vii. Familiarity with the Finance and Audit Act and Financial Orders is an asset, this will enable the incumbent to navigate and apply these regulations effectively in their role.
- viii. Ability to effectively convey information among team members and with external stakeholders.
- ix. Excellent oral and written command of the English language.
- x. Ability to multi-task with ability to adapt to changing needs and priorities.
- xi. Effective time management skills to prioritize tasks and meet project deadlines.
- xii. A Team player
- xiii. Possess Strong work ethics.

4 REPORTING RESPONSIBILITY

The Administrative Assistant will report to the Project Coordinator within the Ministry of Public Service, Constitutional and Political Reform and Religious Affairs.

5 SALARY RANGE

27-32K BZD per annum

6 Duration of Consultancy

3 Years

7 APPLICATIONS

7.1 CRITERIA for SELECTION

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank](#) (GN-2350-15) – individual consultants and is open to all eligible candidates as defined in the IDB policies. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies including a positive professional reference check. **Only short-listed applicants will be invited for an interview.**

7.2 APPLICATION PROCEDURES:

Application should be submitted in one document using the required application template.