



**ECONOMIC
DEVELOPMENT
COUNCIL**

REQUEST FOR EXPRESSIONS OF INTEREST

Job Title: Projects Officer

Duration: Twelve (12) months (with option to renew)

Location: Public-Private Dialogue Unit (PPD), Secretariat to the Economic Development Council (EDC) in the Office of the Prime Minister, Belmopan

1. BACKGROUND

1.1 The Public-Private Dialogue Unit (PPD) in the Office of the Prime Minister (OPM) was established in 2012 to provide technical support to the Economic Development Council (EDC) in operationalizing its mandate to: (i) Foster an improved business climate by making recommendations to the Prime Minister and relevant government ministries; (ii) Support reforms that lead to an improved business climate; (iii) Strengthen the relationship between the private and public sector through meaningful dialogue; as outlined in the Economic Development Council Act, No. 38 of 2017.

1.2 Since November 2020, the Government of Belize has reiterated a renewed focus on advancing ease of doing business reforms as outlined in #planBelize in support of robust, resilient and sustainable economic growth. The successful implementation of initiatives championed by the EDC require efficient coordination and project management that is supported by qualified expertise. The PPD, as the Secretariat to the EDC, is staffed by technical officers and a head of department. The PPD takes on a project management approach to managing its work, ensuring that proper planning, risk management, stakeholder engagement and monitoring and evaluation of activities occur in a systematic manner. The Public-Private Dialogue Unit is hereby seeking to strengthen the work of the EDC's Secretariat by procuring a Projects Officer to join its team.

2. OBJECTIVE

The person filling this post will provide expertise in project management including but not limited to planning, monitoring and evaluation, stakeholder engagement, providing policy advice, conducting risk assessment of the unit's Action Plan items and complementing the work of the Projects Team.

3. QUALIFICATIONS & EXPERIENCE

The following is the minimum technical expertise required to conduct the assignment:

- Master's degree in project management **or** Master's Degree in Business Administration, Economics, Development Studies, Social Sciences, or other field relevant to the tasks identified and under the EDC's scope of interest and mandate, coupled with certification in Project Management.
- Have at least three years' work experience in the private sector. Experience in project management, administration and private sector development. Familiarity with donor-funded development projects, donor liaison, operations, administration, and related functions would be an asset.

4. APPLICATION PROCEDURE

To request the Terms of Reference for this position, kindly email: admin.officer@opm.gov.bz; Telephone enquiries may be directed to Marta Hendriks, Telephone +501-828-52.62.

Applicants should send an Expression of Interest in letter format and Curriculum Vitae addressed to Mr. Ishmael Quiroz, Executive Director - EDC, at executive.director@opm.gov.bz and copy to admin.officer@opm.gov.bz, with "**Public Private Dialogue Unit - Projects Officer**" as the subject line of the email. Deadline for receipt of submissions: **5:00 PM on Friday, May 31st, 2024.**