



REQUEST FOR APPLICATIONS FOR
DATA ENTRY CLERK
(INDIVIDUALS)

Institution: Ministry of Finance
Country: Belize
Project: Strengthening Public Expenditure Management in Belize (SPEM)
Abstract: This project increases the efficiency of public resources by strengthening public financial management.
Loan No.: 5353/OC-BL
Process ID: BL-L1038-P00090 and P00091
Type of Engagement: Individual Consultant
Extended Deadline: **Tuesday, December 10, 2024; 10:00 a.m. (Local Belize Time)**

The Government of Belize has received Eight million US Dollars (US \$8M) in loan financing from the Inter-American Development Bank (IDB) for the implementation of the Project – Strengthening Public Expenditure Management in Belize (SPEM). Through the SPEM Project, the Procurement Unit in the Ministry of Finance will increase its human resources to assist in undertaking its mandate and daily operations. The Unit is responsible for achieving the best value for money by establishing modern standards, guidelines and procedures that promote economy, accountability, transparency, innovation and fairness in Public Procurement. One of the Unit’s activities to achieve its objective is to provide advice, information and public procurement statistics to the public and private sectors of the economy. This activity is only attainable with the proper analysis of different kinds of data. Thus, data gathering, filing, organization and recording is paramount to the mandate of the Unit. It is under this Project, that positions crucial to the work of the Procurement Unit under the Ministry of Finance will be filled, including this position of **Data Entry Clerk**.

The main responsibility of the **Data Entry Clerk** is to support the Procurement Unit in the Ministry of Finance by inputting data, documentation, lists or any other information into a filing system and conduct periodic maintenance of stored data in the database. The individual will be required to have knowledge of record-keeping systems and procedures.

The Ministry of Finance is now launching the process to fill contractual positions for the **Data Entry Clerk** within the Procurement Unit of the Ministry of Finance.

The Ministry of Finance invites eligible individuals to apply for the position of Data Entry Clerk. Further details, including the required application template and full Terms of Reference, can be obtained by emailing tjoseph.ceu@cpu.mof.gov.bz between 8:00 am-4:00 pm Mon- Friday. Interested individuals must provide information demonstrating that they have met the required qualifications and possess relevant experience to perform the Services.

The selection for this contractual position will be 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 and the Government of Belize policies and best practices and is open to all eligible candidates as defined in the policies. The Consultants will be selected based on qualifications.

Qualified individuals should submit one (1) pdf file in English via e-mail to tjoseph.ceu@cpu.mof.gov.bz and/or two (2) hardcopies of their application to the address below clearly indicating the positions you are applying for and name of individual.

The Deadline for submission is no later than **Tuesday, December 10, 2024, by 10:00 a.m. (Local Belize Time)** No late submissions will be accepted. Hard copies of the application should be submitted to the following address:

Trudy Joseph
Procurement Specialist
Central Executing Unit
Ministry of Finance
Sir Edney Cain Building, 2nd Floor
Belmopan City
Belize, Central America

Tel: 501-822-4104
Email: tjoseph.ceu@cpu.mof.gov.bz

Ref: **Data Entry Clerk** - Your name