



**REQUEST FOR EXPRESSION OF INTEREST  
(INDIVIDUAL CONSULTANT)  
ACCOUNTS CLERK**



**Institution:** Ministry of Finance  
**Country:** Belize  
**Project:** Program to Improve Labour Force Participation and Employability in Belize  
**Process ID:** BL-L1050  
**Duration:** Twenty-four (24) Months  
**Duty Station:** Ministry of Finance, Belmopan, BELIZE (In Office)  
**Deadline:** **June 4<sup>th</sup>, 2026, at 10:00 a.m. (Local Belize Time)**

The Government of Belize (GOB) has received financing from the Inter-American Development Bank (IDB) for the execution of the Program to Improve Labor Force Participation and Employability in Belize. The general objective of the Program is to increase the supply of skilled labor in Belize, especially among women, youth, and migrants. This will be achieved by improving services that promote access to the labor force of the general population, while providing specialized support to women, youth, and migrants; and by increasing skills supply through relevant and quality-focused training in priority sectors.

The Ministry of Finance invites qualified individuals to apply for the contractual position of **Accounts Clerk**, under its Central Executing Unit, to be assigned to the Project. The Accounts Clerk will play a pivotal role in the successful implementation of the Project by providing financial, accounting, payroll, reconciliation, filing, asset management, audit, and related administrative support to the CEU Financial Specialists Team to ensure the efficient, timely, accurate, and compliant financial management of the Project.

Further details, including the required application template and full Terms of Reference, are available below.

The selection for this contractual position will be conducted 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, using the Individual Consultant Selection method as well as the procurement policies and best practices of the Government of Belize. This selection is open to all eligible individuals as defined by the referenced policies.

Applications must be submitted in English, using the required template, no later than **June 4<sup>th</sup>, 2026, at 10:00 a.m. (Local Belize Time)**. Late submissions will not be considered.

Submission should be made either:

- By Email: One (1) consolidated PDF file sent to [procurement@ceu.mof.gov.bz](mailto:procurement@ceu.mof.gov.bz), or
- In Hard Copy: Two (2) printed copies delivered to the address below.
- The subject line of the email or the envelope should clearly state: “Accounts Clerk – Program to Improve Labor Force Participation and Employability in Belize” – [Applicant’s Name].

**ATTN:**

Procurement Specialist  
Central Executing Unit  
Ministry of Finance  
Sir Edney Cain Building, 2<sup>nd</sup> Floor,  
Belmopan City, Belize, Central America  
Email: [procurement@ceu.mof.gov.bz](mailto:procurement@ceu.mof.gov.bz)

**Ref: “Accounts Clerk – Program to Improve Labor Force Participation and Employability in Belize” –  
Name of Applicant**