



### **REQUEST FOR EXPRESSIONS OF INTEREST**

**Job Title:** Program Manager

**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 requires 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 its work, ensuring that proper planning, risk management, stakeholder engagement and monitoring and evaluation of activities and stakeholder engagement occur in a systematic manner. The Public-Private Dialogue Unit is hereby seeking to strengthen the work of the EDC's Secretariat by obtaining the services of a Program Manager (Project Coordinator). Important programs of work to be managed are the Belize Investment and Business Climate Action Plan (BIBCAP), MSME support, EDC Strategic activities.

#### **2. OBJECTIVE**

The person filling this post will provide expertise in program management and coordination of projects including but not limited to planning, stakeholder engagement, providing policy and other technical advice, conducting risk assessment, monitoring and evaluation, and reporting on work programs, complementing the work of the Executive Director, assuring Project Office productivity, and collaboratively engaging other PPD staff.

#### **3. QUALIFICATIONS & EXPERIENCE**

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

- A master degree in Project Management (*certification in project management with work experience may be considered*), Business Administration, Economics, Development Studies, Social Sciences or other field relevant to the post.
- At least three years' work experience in the private sector and 3 years of working experience in project management, administration and private sector development. Familiarity with donor-funded development projects, donor liaison, operations / administration, and related functions.

#### **4. APPLICATION PROCEDURE**

To request the Terms of Reference for this position, kindly email: [admin.officer@opm.gov.bz](mailto:admin.officer@opm.gov.bz); Telephone enquiries may be directed to Marta Hendrikx, Telephone +501-828-5262.

Applicants should send an Expression of Interest in letter format and Curriculum Vitae addressed to Ms. Carmencita Sosa, Executive Director - EDC, at [executive.director@opm.gov.bz](mailto:executive.director@opm.gov.bz) and copy to [admin.officer@opm.gov.bz](mailto:admin.officer@opm.gov.bz), with "**Public Private Dialogue Unit – Program Manager**" as the subject line of the email. Deadline for receipt of submissions: **5:00 PM on Sunday, January 11, 2026**.