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DB Reference N°: IDB-P1129641-01/23

Country: Belize

Institution: Inter-American Development Bank

Sector: General - Finance, Management and Administration

Deadline: 2023-02-10T00:00:00.00-04:00

Status: Published

Loan N°./Financing: L1031

Project: Strengthening of Tax Administration Project

Title: Project Support Officer - Request for Expression of Interest

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Borrower/Bid No: QCNI01/2023

REQUEST FOR EXPRESSIONS OF INTEREST

Individual Consultancy

Project Support Officer

Institution:	Ministry of Finance
Country:	BELIZE
Project:	Strengthening of Tax Administration Project
Sector:	Finance
Project No.:	BL-L10315
Operation No:	4839/OC-BL
Deadline:	Friday, February 10, 2023, at 4:00 pm local Belize time

The Government of Belize (GoB) has entered into a US$ 14 Million Loan Contract Agreement (No. 4839/OC-BL) with the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled “Strengthening of Tax Administration”. The Ministry intends to apply a part of the proceeds towards payments for the services of Project Support Officer.

The objective of the position is to provide general administrative and clerical support to the PEU in compliance with IDB and national regulations.

The Project Support Officer is responsible for the overall daily affairs of the PEU as it pertains to the effective and successful completion of the various activities under the project portfolio of the Ministry of Finance (MoF) and ensuring that all Projects' activities are executed in accordance with the applicable MoF and the Bank's requirements.

The main responsibilities of the Project Support officer include, among others:

a. Provide secretarial services for the PEU.
b. Provide clerical services for the PEU.
c. Work closely with the project team in coordination of a wide range of activities in order to meet project and organizational objectives, targets and demands.
d. Work closely with the project team to ensure that internal and external policies and procedures are followed.
e. Maintaining an adequate filing system for the PEU records, including the payment records, among others.

Qualification and Experience requirements:

Education: Associate degree in Business Administration, Public Administration or related fields. Participation in relevant courses/training in fields of project management, Microsoft Project, time-management, computer skills, Microsoft Office and records management would also be considered an asset.

General Experience: A minimum of one (1) year general working experience.

Specific Experience:

- Specific Experience 1: A minimum of one (1) year of work experience in performing administrative support services and/or secretarial duties.
- Specific Experience 2: One (1) year experience working with SmartStream system is considered an asset.
- Specific Experience 3: One (1) year experience working with international or national development agencies is considered an asset.

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 InterAmerican Development Bank GN-2350-15 section 5 – individual consultants and is open to all eligible candidates as defined in the IDB policies.

Expression of Interest package should contain:

i. Cover letter briefly explaining interest, experience, and competence of the consultant.

ii. Comprehensive resume with the Individual Consultant's experience in the assignment of similar nature. Description of similar assignments specifying start and end dates of assignments. *Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment.*

iii. Copy of degrees/certificates

iv. List of at least two references

v. Proof of nationality: copy of documentation of nationality.

Interested individuals may obtain further information and request the full Terms of Reference for this post at the address below during the hours of 8:00 am to 4:00 pm local Belize time, Monday to Friday.

Qualified Individual Consultant must submit their expression of interest via e-mail to **Michelle.Longsworth@bts.gov.bz** copied to **tamara.tingling@mof.gov.bz** no later than 4:00 p.m., Friday, February 10, 2022, marked **STAP- Project Support Officer** in the subject header; or applicants may also submit a hardcopy at the following address:

Director General

Belize Tax Service

Strengthening of Tax Administration Project

Eleanor Hall Building

Lake I. Boulevard, Belize City

For clarifications kindly contact:

Procurement Specialist

Strengthening of Tax Administration Project

Ministry of Finance

Eleanor Hall Building

Lake I. Boulevard, Belize City

Email: tamara.tingling@mof.gov.bz

Attachments:

https://devbusiness.un.org/system/files/REOI%20-%20Project%20Support%20Officer%20jantc.pdf