



EMPLOYMENT OPPORTUNITY

The Coastal Zone Management Authority and Institute (CZMAI), with funding support from the Great Barrier Reef Foundation (GBRF), is implementing the ***“Resilient Reefs Initiative”*** in Belize.

The Resilient Reefs Initiative is a global initiative involving five UNESCO World Heritage sites to support coral reef resilience and key reef-dependent communities through the development and implementation of an innovative and holistic resilience-based reef management strategy, towards adapting to the impacts of climate change and other local threats.

CZMAI is seeking a suitably qualified person to join the team as the Project Assistant for the implementation phase of the Initiative for the Belize Project Site.

Summary of Position:

The Project Assistant (PA) will provide technical, finance/accounting, and administrative support to implement actions outlined in the “Strategy for Reef Resilience in Belize.” This role will support Belize’s partnership with the Resilient Reefs Initiative, local stakeholders, action partners, and communities to implement the strategic actions and create the conditions for securing support for future work for embedding resilience-based management in reef management. The PA will work under the direct supervision of the Chief Resilience Officer and in close collaboration with CZMAI’s Accounting and Finance Department.

Key Duties and Responsibilities:

Administrative Support for Strategy Implementation and Monitoring

- Provide day-to-day support to project implementation to achieve expected results, outputs, objectives, and work-plans.
- Assist in the review, compilation, and preparation of quarterly/annual progress reports and any other required reports by acquiring and assembling the necessary information from Delivery partners using reporting templates.
- Assist in monitoring and evaluation of each sub-project on the basis of related budget and workplans.
- Drafts routine official correspondence/documents as per sub-project/action needs.
- Manage the contact lists of project and activities of each sub-project.
- Maintain working-level contacts with partners and stakeholders.
- Assist with the planning and coordination of events, workshops, roundtables, including the preparation and dissemination of information, and their follow-up communications.
- Assist in the organization of field visits as required by each sub-project.
- Prepare related background materials for discussions, correspondence and briefing sessions.
- Record and prepare minutes of meetings.
- Assist with communications and outreach to ensure flow of information and dissemination of materials, as needed.



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- Liaise with and assist the Sales and Marketing Assistant on related tasks, including updating project's website.
- Coordinate information flow to assist overall reporting and/or submission deadlines are met by project partners.
- Support the Chief Resilience Officer in performing other relevant duties.

Financial & Accounting functions

- Establish a proper filing system and maintain files related to procurement, payment, deliverables, reports etc. are in good order.
- Prepare Projects Income and Expense reports.
- Prepare and process all approved Projects payments.
- Ensure that proper supporting documentation is received and recorded for all Project payments.
- Procure required services and supplies, including office equipment and furniture (including communication and audio equipment, supplies etc.).
- Perform any other relevant duties as requested by the Chief Resilience Officer and/or the Accounting and Finance Department.

Minimum Required Qualifications and Experience:

The role will be cross-disciplinary requiring demonstrated experience to support strategy implementation including monitoring and administrative and financial support. The following qualifications and experience are required:

- Associate's Degree in the field of Business Administration, Natural Resources Management, Environmental Management or any other relevant academic discipline.
- At least 3 years of work experience providing administrative, accounting, and financial management support preferably in the field of natural resource management, planning, project management, etc.
- Experience with and knowledge of the local community or region, with the demonstrated ability to establish and maintain relationships with multiple levels of government, businesses, non-governmental agencies, and community leaders.
- Proficiency in using the Microsoft Office suite (minimum Word, Excel, PowerPoint)
- Experience with community planning and development.
- A proven track record of working across stakeholder groups.
- Experience with project management and/or implementing projects that require coordinating with and executing across multiple sectors, disciplines, and funding partners.
- Possession of a valid permit to work in Belize, if applicable and valid Driver's License
- Able to coordinate well with diverse individuals and strong interpersonal skills, communication skills.
- Openness to change and ability to receive/integrate feedback.

**Bilingual (English and Spanish) is an asset.



Work Environment:

The PA will be based at the CZMAI office in Belize City. However, when necessary, he/she will be required to work/travel to different parts of the country, as well as occasional international travel.

Salary:

Salary will be based on qualifications and experience.

Application Procedure:

Qualified and interested persons should submit a Letter of Application, Resume or Curriculum Vitae, Copies of Academic Records, and other relevant credentials, Contact Details for Two (2) Referees, Copy of Valid Permit to Work in Belize, Copy of Valid Driver's License, and a recent Police Record or receipt of payment for the record (i.e., within the past six months). Incomplete applications or applications not meeting the requirements stated above WILL NOT be accepted.

Applications can be submitted via e-mail to the address below by Friday, June 2, 2023, at 4:30 p.m.

Coastal Zone Management Authority and Institute

Princess Margaret Drive, P.O. Box 1884

Belize City, Belize

info@coastalzonebelize.org

RE: RRI-Project Assistant Post