



EMPLOYMENT OPPORTUNITY

The Coastal Zone Management Authority and Institute (CZMAI) is seeking a dynamic, experienced, and results-driven individual for the post of ***GOFF'S CAYE MANAGED AREA (GCMA) RANGER 2 (with responsibilities for collection of user fees)***.

Summary of Position:

The GCMA Ranger 2 is responsible for supporting the day-to-day operations and maintenance of the island and to ensure that the rules of Goff's Caye Managed Area as well as CZMAI's policies are upheld.

The responsibilities include, but shall not be limited to, assisting with the overall management of Goff's Caye Managed Area including visitor management, maintenance and upkeep of the site, facilities, equipment, and vessel as well as support for research and monitoring related activities as required.

The GCMA Ranger 2 will be supervised by and will report directly to CZMAI's Director (interim).

Key Duties and Responsibilities:

Collection and Proper Documentation of User Fees at Goff's Caye

- Inspect receipts from visitors that have pre-booked with the Office against actual visitors and record and report discrepancies in the event that a refund is requested.
- Collect user fees from visitors, including the following:
 - Ensure all tour operators/visitors receive an accurate invoice and receipt for cash payments.
 - Ensure that the invoice book is filled in properly and kept up to date.
- Fill out cash handing over form and submit along with relevant documentation to the Site Manager daily.

Cleaning and Maintenance of Goff's Caye Island, Facilities and Equipment

- Perform duties to support Goff's Caye operations on shift change days, inclusive of picking up groceries and/or supplies based on the procurement schedule or as required.
- Adhere to the cooking and cleaning (washing dishes, etc.) schedule for staff quarters, restroom, etc.



- Adhere to the schedule for cleaning of the island and completion of minor repairs and maintenance of facilities and equipment on the island, including upkeep of signs, restroom, barbeque hut/grill, pier and mooring buoys etc., as necessary

Reporting and Maintenance of Log Books

- Fill out equipment/other relevant log books as required.
- Provide information/updates for required reports.
- Report any and all incidents for Goff's Caye or vessel that can affect daily operations using the prescribed Incident Report format.

Assist with the operation of the CZMAI vessel (during the absence of the responsible staff or as requested¹).

- Assist with the operation of the CZMAI vessel to and from Belize City and Goff's Caye on shift change days and for other official/authorized business.
- Assist with the transportation of Boat Captains to and from mooring buoys within the GCMA.

Required Qualifications, Skills, and Experience:

Academic Qualifications:

Minimum of a High School Diploma.

Skills & Experience:

- Experience working in the marine environment;
- Demonstrated excellence in verbal and written communication skills;
- Excellent organizational and time management skills;
- Must be a quick learner and exude a profound willingness to learn;
- Willing to work and reside in a remote location/island setting for an extended period inclusive of weekends and public and bank holidays;
- Team player, flexible and cooperative; and
- Responsible and respectful.

*A valid Belize Boat Master's License Class A or Class A2 would be an asset.

*Knowledge and or skills with outboard engine maintenance would be an asset.

¹ On the job training would be provided to support the Ranger in qualifying and obtaining a Boat Master's license so that this function could be performed as needed.



* First Aid/CPR training would be an asset.

Work Environment:

The duty station of the GCMA Ranger 2 will be the Goff's Caye Managed Area on a rotating shift which requires remaining on site for a particular period to be determined and agreed upon and may be inclusive of weekends and public and bank holidays.

Salary:

Salary will be based on qualifications and experience.

Application Procedure:

Qualified and interested persons must submit a Letter of Application, Resume or Curriculum Vitae, Copy of valid Belize Driver's and Boat Master's licenses; Copies of Academic Records and Training/Certification, Copy of Valid Police Record or Proof of Payment for Police Record and Contact Information for Two (2) Referees. 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 no later than MONDAY, November 6, 2023:

Coastal Zone Management Authority and Institute
Princess Margaret Drive, P.O. Box 1884
Belize City, Belize
info@coastalzonebelize.org
RE: GCMA Ranger 2