



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**.

ABOUT CZMAI:

The Coastal Zone Management Authority and Institute (CZMAI) is a statutory body duly incorporated in 1998 under the Coastal Zone Management Act, Chapter 329 of the Laws of Belize, Revised Edition 2020. CZMAI is mandated to provide sound policy advice and technical guidance to inform good governance over the utilization and planned development of Belize's coastal zone.

The CZMAI team works co-operatively with others, demonstrates flexibility in organizing work; shows a high degree of initiative, discernment and resourcefulness, have good communication skills and demonstrates thoughtfulness in decision-making.

ABOUT POSITION:

The GCMA Ranger 2 is responsible for collection and proper documentation of user fees at Goff's Caye and for supporting the day-to-day operations and maintenance of the island. The responsibilities include, but shall not be limited to, assisting with the day-to-day 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 activities as required. The GCMA Ranger 2 will be supervised by and will report directly to the Site Manager.

KEY DUTIES AND RESPONSIBILITIES:

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

- Collect user fees from visitors and ensure all tour operators/visitors receive an accurate invoice and receipt for cash payments.
- Fill out cash handing over form and submit along with relevant documentation to the Site Manager for review 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 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

- Complete daily logs (visitor, equipment, etc.) and provide information/updates to Site Manager as required.



- Report any and all incidents for Goff's Caye or vessel that can affect daily operations using the prescribed Incident Report format.

Operation of the CZMAI vessel

- Operate 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 cleaning of the vessel as required.

REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE:

Academic Qualifications:

Minimum of a High School Diploma.

Skills & Experience:

- Experience working in the marine environment and/or tourism sector;
- Possess a valid Belize Driver's and Boat Master's License Class A or Class A2;
- Good boat handling and navigational skills;
- 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.

*Experience operating a trailer to launch a vessel would be an asset.

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

* First Aid/CPR training would be an asset.

DUTY STATION:

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 AND BENEFITS:

Attractive compensation and benefits package commensurate with experience and qualifications, including life and health insurance coverage.

APPLICATION PROCEDURE:

Qualified and interested persons should submit the following



- Letter of Application (dated and signed);
- Resume or Curriculum Vitae;
- Copies of Academic Certificates/Qualifications;
- Contact Information for Two (2) professional references;
- Copy of Recent Police Record (within last 6 months of application date);
- Copy of Valid Belize Driver's License;
- Copy of Boat Master's license; and
- Copies of training certificates, if applicable.

Applications can be submitted via e-mail to the address below no later than Monday, July 14, 2025:

Coastal Zone Management Authority and Institute
Princess Margaret Drive, P.O. Box 1884
Belize City, Belize

info@coastalzonebelize.org

RE: GCMA Ranger 2