

**BELTRAIDE is seeking suitably qualified persons to fill the following vacant positions:**

**Director Information & Promotion**

**Qualifications & Skills**

- A Masters Degree in Business Administration with a concentration preferably in Marketing.
- At least 3 years experience working in a managerial position.
- Must be performance driven, result oriented, analytical, self-motivated with excellent planning and organizing skills. **Must be a team player.**
- Good Leadership and Interpersonal skills.
- Must be proficient in Microsoft Office Applications.
- Bi-lingual would be an asset

**Major Responsibilities:**

- Participate in the analysis of the current policy for trade promotion, investment and entrepreneurial development and provide recommendations to improve it.
- Monitor and disseminate the current trade policies, changes and trends in the local, regional and international relevant markets to Belize
- Participate in the identification and understanding of the impacts of trade agreements, conventions, treaties and other agreements in the different sectors of the economy.
- Participate in the design of the Beltraide's strategic plan and its action plan.
- Establish, maintain and disseminate databases with the following information: exporters, importers, local and international investors, country profile, sector and product profiles, market profiles, legal requirements, business opportunities, benchmark studies, requirements to establish a business in the country, export requirements, requirements to apply for an investment exception, etc.
- Facilitate the participation of local businesses in international, regional and local trade shows, inward and outward missions, and facilitate other promotional activities, such as, sampling, displays in strategic locations, business meetings, etc.
- Produce promotional literature for services provided by Beltraide.
- Conduct publicity, marketing and public relations campaign.

**Assistant Director One Stop Shop and Business Facilitation**

Minimum of a Bachelor of Science degree in Marketing, Economics or Business Administration.

- At least two years experience in middle management.
- Must be performance driven, results oriented, analytical, self-motivated and possess excellent planning and organizing skills. **Must be a team player.**
- Good Leadership and Interpersonal skills.
- Must be proficient in Microsoft Office Applications.

**Major Responsibilities**

- Assist existing exporters to overcome any problem that might lead them to scale down or lose a market opportunity.

- Assist in the Handling of new inward-investment cases generated by the Investment Promotion efforts or obtained by other means.
- Assist in the cultivation of existing investors to encourage reinvestment.
- Assist existing investors to overcome any problem that might lead them to scale down or close their operations
- Participate in the design of the Beltraide's action plan.
- Assume responsibility for related duties as required or assigned

### **Assistant Director Small and Medium Enterprise**

Minimum of a Bachelor of Science degree in Marketing, Economics or Business Administration.

- At least two years experience in middle management.
- Must be performance driven, results oriented, analytical, self-motivated and possess excellent planning and organizing skills. Must be a team player.
- Good Leadership and Interpersonal skills.
- Must be proficient in Microsoft Office Applications.

### **Major Responsibilities**

- Participate in the analysis of the current policy for trade promotion, investment and entrepreneurial development and provide recommendations to improve it.
- Monitor and disseminate the current trade policies, changes and trends in the local, regional and international relevant markets to Belize
- Participate in the identification and understanding of the impacts of trade agreements, conventions, treaties and other agreements in the different sectors of the economy.
- Participate in the design of the Beltraide's strategic plan and its action plan.
- Assist in the implementation and facilitation of courses, workshops, seminars and conferences to enhance the competitiveness of the Micro, Small and Medium Enterprises to penetrate new markets, to promote the entrepreneurial mentality and to provide managerial skills.
- Identify and disseminate local and international financial resources.
- Assist in the strategizing, and execution of projects and programmes aimed at development of Micro, Small and Medium Enterprises.
- Support the process of planning, organizing, directing, controlling, and evaluating strategies, policies and procedures
- Assume responsibility for related duties as required or assigned

### **Investment Officers (Three positions)**

- A minimum of a Bachelor of Science degree in Marketing, Economics or Business Administration.
- At least two years of working experience in relevant field..
- Must be performance driven, results oriented, analytical, self-motivated and possess excellent planning and organizing skills. Must be a team player.
- Must possess excellent Interpersonal skills.
- Must be proficient in Microsoft Office Applications.

## **Major Responsibilities**

- a. Assist in developing an Investment strategy for Belize;
- b. Review and understand existing legislation granting incentives for Investments in Belize, e.g., Fiscal Incentives Act, C.F.Z., and to recommend feasibility of expending tax benefits;
- c. Assist in the effective operation of the Fiscal Incentives Program;
- d. Assist in the preparation of Investment profiles and the recording of investment contracts in terms of successful completion of projects;
- e. Preparation of Investment promotion Literature covering investment packages such as, but not limited to, booklet and promotional videos on investment opportunities in Belize and assist in the creation of the BELTRAIDE website;
- f. Identify potential investors, establish contacts with them and provide them necessary literature on investment schemes;
- g. Provide support to investors visiting Belize and make efforts to provide one-stop-shop facility to investors;
- h. Assist in the timely response, and with relevant information, to information requests and queries that are directed to BELTRAIDE;
- i. Assist in the implementation and efficient functioning of an Investment Database that will allow BELTRAIDE to electronically manage Approved Enterprise files under the Fiscal Incentives program;

## **Salary & Benefits:**

BELTRAIDE offers an attractive salary and benefits package which includes health and dental coverage.

*Interested persons should submit their letters of application along with resume, 2 letters of recommendations to the below address by July 17, 2009:*

*Executive Director, BELTRAIDE  
14 Orchid Garden Street  
Belmopan City, Cayo District*