



VACANCY NOTICE

The Belize Trade and Investment Development Service (BELTRAIDE) has received a grant from the Caribbean Aid for Trade and Regional Integration Trust Fund (CARTFund) administered by the Caribbean Development Bank (CDB), financed by the UK Department for International Development (DFID), and intends to apply part of the proceeds thereof to eligible payments under the contracts for which this advertisement is issued.

The Draft NES provides an overarching framework for export development and highlights five priority sectors: *agro-processing; aqua-culture, environmental goods, tourism, and information and communication technologies*. It also has specific recommendations for the expansion of Belize's productive and export capacity and for increasing firms' competitiveness in external markets. In 2007-08, the GOBZ concluded the CARIFORUM-EC Economic Partnership Agreement (EPA) and Partial Scope Agreement with Guatemala. It also strengthened ties through the Caribbean Single Market and Economy (CSME). A revised NES and a targeted Action Programme will assist businesses in taking advantage of opportunities available through these trade agreements.

In carrying out its mandate to revise and facilitate implementation of NES, BELTRAIDE will undertake following activities:

- (a) revise the Draft NES, produce a Five-Year Action Programme and coordinate the implementation of NES;
- (b) implement an "Export Belize" programme to increase stakeholders awareness of NES;
- (c) conduct in-depth training for Belize's diplomats and exporters in priority sectors to build their capacity to participate in the implementation of NES; and
- (d) provide technical assistance and training to strengthen business support organizations (BSOs), which are also strategic partners in the implementation of NES.

BELTRAIDE is now seeking to recruit two (2) long term consultants to fill the following positions for this project:

1. Trade Development Officer
2. Export Promotion Officer

TRADE DEVELOPMENT OFFICER

The duration of the assignment is for twenty-two (22) months.

The ideal candidate should possess the following qualifications and experience:

- (a) A Masters degree or equivalent professional qualification in one or a combination of the following: Economics, Business or any other related field;
- (b) At least seven years work experience at a senior level in export promotion, export marketing and strategic planning/implementation;
- (c) At least three years' experience in managing projects in the public or private sectors;
- (d) Knowledge of MS-Office (Word, Excel, PowerPoint and Project);
- (e) Knowledge and awareness of trade agreements, particularly the CSME and EPA;
- (f) Strong leadership, organizational and management skills; and
- (g) Excellent interpersonal skills, including an ability to work easily with diverse groups of stakeholders.

EXPORT PROMOTION OFFICER

The duration of the assignment is for twenty-two (22) months.

The ideal candidate for the Export Promotion Officer position should possess the following:

- (a) A Master's degree in one or a combination of any of the following: Economics, Business or any related field;

- (b) At least five years work experience in export promotion, including at least two years in planning, organizing, and leading export promotion training;
- (c) Demonstrated capacity in project monitoring and evaluation;
- (d) Strong knowledge of MS-Office (Word, Excel, PowerPoint and Project);
- (e) Strong inter-personal skills and excellent oral communication and report-writing skills; and
- (f) Formal training and/or experience in designing and writing proposals for private sector development projects will be an advantage.

Salary & Benefits:

The project offers an attractive salary and benefits package. Detailed terms of reference for the positions are available on BELTRAIDE's website. Interested persons should submit their letters of application along with resume, and two recommendations by Wednesday, **21 December, 2011** to:

Director of Administration and Projects

BELTRAIDE

14 Orchid Garden Street, City of Belmopan

Tel: 822-0175/3737

Fax: 822-0595

Email: beltraide@belizeinvest.org.bz

Website: www.belizeinvest.org.bz