



EMPLOYMENT OPPORTUNITY

The **Belize Trade and Investment Development Service (BELTRAIDE)** is a statutory body of the Government of Belize mandated to perform functions and duties related to:




- 1) Investment Generation and Business Facilitation and Aftercare
- 2) Trade Promotion and Export Development
- 3) Enterprise Development and Entrepreneurship
- 4) Skills Training & Job Preparedness

BELTRAIDE operates within the portfolio of the **Ministry of Economic Development, Petroleum, Investment, Trade and Commerce**.





BELTRAIDE is seeking the services of a suitably qualified and experienced person for the post of **AFTERCARE SPECIALIST**. The successful applicant will be responsible for investment generation, and to ensure ease of doing business in Belize by identifying and smoothing out possible obstacles for business development, by nurturing close relationships with investors; and developing and maintaining strategic national networks through providing extended support.

MAIN RESPONSIBILITIES:





Investment Generation and Business Development

-  Maintain and improve investor relations by establishing contact, providing them with the relevant information on investment opportunities and schemes, and providing business support; including responding to investor queries, making referrals, and assuring appropriate follow-through and/or resolution
-  Identifying new investment opportunities in Belize, for proactive outreach to potential investors around the world in his/her target sectors by making contact either directly on a one-to-one basis or via a Belize diplomatic mission in the investor's home country;
-  Assist in the coordination and successful participation of BELTRAIDE, Belizean exporters, and other agencies in relevant trade shows/missions, national tours, and other promotional events; including conducting presentations on trade opportunities to investors and exporters.

Administration of the National Incentives Programmes

-  Be familiar with the Fiscal Incentive Act and the Fiscal Incentive Application process, requirements and procedures, the Export Processing Zone (EPZ) Act, and the Free Zones Act;
-  Assesses application proposals for the Fiscal Incentive and EPZ Programme. This includes cross checking information submitted with the checklist of items required by BELTRAIDE for in-depth assessment and for onward submission to the Ministry of Investment;
-  Processing of duty exemption requests received from Approved Enterprise Orders (AEOs) Holders;
-  Assists in the monitoring and evaluation of AEOs, including site visits to enterprises;

Re-Investment and Aftercare Services

-  Develops, maintains, and improves relationships with investors in order to continually provide facilitation post-establishment;
-  Promotes and facilitates re-investment and/or expansion of companies, particularly through the Government Incentives Programmes;
-  Supports the efficient and effective operations of the firm. This includes support for training, location of potential suppliers and buyers (matchmaking) and development of clusters or networks;
-  Responding to incentive queries submitted through the website, phone, social media and/or walk-ins.



Business Facilitation Services (to Local Enterprises)

- ✿ Seeks match-making possibilities/opportunities for Belizean companies and investors;
- ✿ Offers advice and guidance to SMEs, other local and foreign enterprises about business operations in Belize, and requirements of financing institutions;
- ✿ Liaises with relevant departments and Ministries to facilitate enterprises in obtaining relevant licenses and permits and to act as the bridge between private and public sectors;
- ✿ Facilitates the operation of firms through assistance with administrative requirements. This includes facilitating procedures for obtaining licenses and permits, locating real estate etc.;

KNOWLEDGE & SKILLS:

- ✿ Keen knowledge of Belizean private and public sectors, enterprise development, business documentation, investment/business regulatory practices, tax policies, and financing.
- ✿ Must be a proactive and critical thinker, with excellent problem solving skills
- ✿ Exceptional knowledge of business development processes
- ✿ Develop strong and effective interpersonal and networking relationships
- ✿ Excellent effectual oral and written communication skills, including presentation.
- ✿ Second language is a requirement, preferably Spanish

QUALIFICATIONS:

The successful applicant must possess:

- ✿ Minimum of a Bachelor's Degree in Business Administration, Management, International Business, Project Management Entrepreneurship, Enterprise Development or equivalent
- ✿ Minimum of one (1) year in business support

SALARY:

An attractive package, commensurate with qualifications and experience, is being offered.

APPLICATION PROCESS:

Letters of Application are to be addressed to:

Ms. Lejia Melanie Gideon
General Manager
Belize Trade and Investment Development Service (BELTRAIDE)
#14 Orchid Garden
City of Belmopan
Belize
melanie@belizeinvest.org.bz
CC: freda@belizeinvest.org.bz

APPLICATION SHOULD INCLUDE:

- a) Proof of educational qualification (copy of certificate of highest educational qualification)
- b) Proof of work experience with two letters of reference, one from a most recent employer

CLOSING DATE & TIME

Applications accepted until **5:00 p.m. on Friday, 31st August, 2018.**