



Vacancy

Executive Secretary

The Protected Areas Conservation Trust (PACT) is a statutory organization established in 1996 as a Trust Fund under the Protected Areas Conservation Trust Act, No.15 of 1995. PACT contributes to the financing, sourced nationally and internationally, of the Belize National Protected Areas System - a system that is managed by Government Agencies, Non-Governmental Organizations, and Community Based Organizations. Further, PACT is under the oversight of the Ministry of Agriculture, **Fisheries, Forestry, the Environment, Sustainable Development**, and Immigration, and is governed by a Board of Directors.

Position Description

In brief, the Executive Secretary (ES) is responsible for a wide-range of high-level administrative support duties for the Executive Director/ED. This position serves as the primary point of contact for internal and external PACT Stakeholders on all matters pertaining to the ED; thus, requires excellent communication and interpersonal skills and the ability to provide information and service tactfully.

Professional and Skill Requirements

- Associates Degree in Business Administration or Management;
- A minimum of five years of related professional experience as an Executive Assistant or Corporate Secretary;
- Strong knowledge of office administration, particularly office procedures and practices;
- Strong knowledge of written communication practices and tools and associated levels of effectiveness. Tied to this, strong oral and written communication skills are required;
- Strong organizational and coordination skills;

Remuneration and Applications

Compensation package commensurate with qualifications and experience within a designated salary scale.

The full Job Description is available at www.pactbelize.org. Interested applicants should submit an e-copy or hard copy of their application letter (e-copy should be printed, signed, scanned and emailed), resume, and a list of two referees (names and contact information only) no later than **Friday October 26, 2018** to:

Human Resources & Administration Manager
Protected Areas Conservation Trust
#3 Mango Street, City of Belmopan
hram@pactbelize.org
Re: Executive Secretary Vacancy

Further, given PACT is an equal opportunity employer, all Genders and Sexes are encouraged to apply for the vacancy.