



Administrative Assistant Vacancy (Temporary Employment from January 6th to April 17th, 2020) – Call for Applications

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

The Administrative Assistant (AA) role is to undertake and provide effective administrative and operational support services including office management tasks, logistics, secretarial/clerical services, meeting support and administrative support. The AA is also responsible for organizing and assisting in organizing meetings, travel arrangements, editing and formatting official documents, and any other clerical and administrative tasks in support of the Human Resources and Administration Manager and all departments within PACT. Further, the AA manages any information technology internal requests and channels to the service provider for prompt response and effectively covers the reception area daily.

Professional Requirements

- Associate Degree in Business Administration or Management;
- At least five (5) years of related work experience;
- Basic knowledge of office administration (particularly office procedures and practices);
- Strong oral and written communication skills;
- Strong organizational and coordination skills.

Remuneration and Applications

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

The full Job Description is available at www.pactbelize.org. Interested persons should submit, no later than **12:00 p.m. Tuesday December 3, 2019**, an e-copy of their application letter, resume, and a list of two referees (names and contact information only) to hram@pactbelize.org and a hard copy to:

Executive Director
Protected Areas Conservation Trust
#3 Mango Street, City of Belmopan
Re: Administrative Assistant Vacancy (Temporary Employment)

PACT is an equal opportunity employer and does not discriminate against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability).

PACT is not liable for any costs incurred by individuals in relation to their application.