



**VACANCY NOTICE – FUND MANAGER
GOB ENVIRONMENTAL MANAGEMENT FUND,
DEPARTMENT OF THE ENVIRONMENT**



Applications are invited from suitably qualified persons to fill one (1) vacant post of Fund Manager of the GOB Environmental Management Fund, Department of the Environment, Ministry of Sustainable Development, Climate Change, and Disaster Risk Management.

1. INTRODUCTION:

The Environmental Management Fund was established through the Environmental Protection (Amendment) Act, (EPA) 2009, Chapter 328 of the Substantive Laws of Belize. Part VII of the EPA has provisions for the governance and general operations of the Fund. The main purpose of the Fund is to assist the Department of the Environment (DOE) to address environmental matters and enforce the legislation which also guides the DOE's roles and functions. The specific objectives of the EMF are to cover all costs associated with the response and clean-up of oil spills and other chemical spills, to carry out programs to prevent and reduce pollution; to provide support for laboratory analysis of samples collected for environmental monitoring; to support its environmental monitoring and enforcement programs; to promote environmental public awareness and research; to encourage local environmental initiative; to publish reports and publications on the environment; to promote, support and encourage activities relating to the protection and management of the environment; and to plan and implement other initiatives important for the effective and efficient management of our natural and environmental resources.

2. PURPOSE OF POSITION:

The Fund Manager is responsible to execute the activities related to the coordination, oversight and implementation of the objectives of the Environmental Management Fund (EMF) through the activities outlined in the EMF Budget and the Department of the Environment (DOE) Strategy and Policy Document. The Fund Manager is primarily responsible for ensuring excellence in the maintenance, control, management and reporting of financial information of the EMF in a timely manner.

The Fund Manager will support the Executive Director and work under the overall supervision of the Chief Environmental Officer.

3. ANALYSIS OF POSITION

This person will be required to handle several responsibilities associated with the general operations of the Fund, and provision of support towards the Executive Director. **(Details of these responsibilities of this post are listed in the Terms of Reference)**

4. MINIMUM REQUIREMENTS AND EXPERIENCE

Associates degree in Accounting, Management, Business administration or other related field PLUS 5 years of work experience in accounts and/or financial resource management, procurement, and reporting.

(Details of the skills set required for this post are also listed in the Terms of Reference.)

5. APPLICATION PROCEDURE

Applicants can obtain a copy of the terms of reference at www.doe.gov.bz or by requesting a copy from the Department via email: doe.ceo@environment.gov.bz or office number: 822-2548 or 828-4846

Applicants are asked to submit a hardcopy of the complete application package containing a cover letter, resume, and 2 reference letters, no later than 4:00 pm, December 22, 2022, addressed to:

**Chief Environmental Officer
Department of the Environment
1st Floor, Green Building Complex
7552 Hummingbird Highway
Belmopan, Cayo District
Belize**