



The Belize Agricultural Health Authority invites applications from suitably qualified candidates to fill the following vacant position:

Import & Export Coordinator
Food Safety Services

Minimum qualification and skills:

1. Master's Degree in Life Sciences (Biology, Chemistry, Agriculture); or
2. Bachelor's degree in Life Sciences (Biology, Chemistry, Agriculture) with a minimum of five (5) years job related experience.
3. Computer literate particularly in Microsoft Excel, Word, Access, PowerPoint and knowledge of other programs and software with sound knowledge of data management and analysis; and
4. Valid class "A" driver's license.

Competencies:

1. Capacity to competently conduct food safety import risk analyses in accordance with Codex principles.
2. Capacity to establish appropriate import conditions for imported food commodities.
3. Capacity to conduct sanitary audits of foreign food and feed processing establishments as part of import risk analyses where appropriate.
4. Capacity to evaluate HACCP plans.
5. Sound knowledge of GMP, HACCP, and Good Importation Practices.
6. Sound knowledge of the Codex Principles for Food Import and Export Inspection and Certification, Codex Guidelines for Food Import Control Systems, Guidelines for Design, Production, Issuance and Use of Generic Official Certificate and other relevant Principles and Guidelines developed by the Codex Committee for Food Import and Export Inspection and Certification Systems (CCFICS).
7. Working knowledge of the WTO SPS Agreement.
8. Ability to write procedural manuals and guidelines related to the scope of work.
9. Superior interpersonal, written and verbal communication skills.
10. Superior public relations skills and be articulate and confident to be able to communicate well.
11. Capacity to properly organize and analyze data.
12. Highly committed and motivated team player.

Job Summary: Oversee the preparation, approval and issuance of import permits and export certificates for processed food commodities. Conduct import risk analyses as required for the evaluation and approval of food commodities to be imported into the country in accordance with departmental procedures. Develop import conditions for imported foods based on risk analysis principles. Monitor levels of compliance of imported foods with established import conditions and make recommendations to improve risk management.

Refer to the attachment to view the complete list of duties.

Salary: BAHA Pay Scale 18: \$31,189.22 x 1,359.60 – \$57,021.62

Station of Duty: Central Investigation Laboratory.

Belize Agricultural Health Authority

Interested persons may submit a letter of application, an updated résumé, proof of qualification, and two (2) recent internal reference letters (with exception from the hiring manager) and a valid police record, no later than Thursday, July 2, 2026, to:

***Human Resource Director
Belize Agricultural Health Authority
P.O. Box 169, Cor. Hummingbird Hwy. & Forest Dr., Belmopan, Belize
Phone: 501-822-0197, e-mail: baha@btl.net, website: www.baha.org.bz***