



Belize Agricultural Health Authority

JOB DESCRIPTION

JOB TITLE:	Import and Export Coordinator (IEC)
ORGANIZATIONAL UNIT:	Food Safety Services
REPORTS TO:	Technical Director, Food Safety Services
SALARY SCALE:	BAHA Pay Scale 18
REVISED:	April 2026

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.

PERFORMANCE REQUIREMENTS AND STANDARDS:

Minimum Qualification and Experience Requirements: Minimum qualification of a

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.

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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.

Working Conditions:

1. The Import and Export Coordinator normally shall be required to perform duties from Monday to Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:30 p.m. but is also expected to work outside those hours as the need arises. Such work shall be compensated in accordance with the relevant Labor Law regulation and the Collective Bargaining Agreement (2023-2026).
2. Perform key job responsibilities at the Food Safety Department in Belize City, with country-wide coverage.
3. This post is subject to all other employment policies and procedures laid out in
4. BAHA-PSU Collective Bargaining Agreement (2023-2026) and BAHA Terms and Conditions of Service.

Role and Scope of Responsibility:

The role of the Import-Export Coordinator is to manage the risk of imported and exported food commodities through import risk analyses, site visits, oversight of issuance and approval of import permits, and regulation of the certification of exported food consignments.

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The Import and Export Coordinator reports to the Technical Director of Food Safety who administers the technical programme of the food safety department.

KEY JOB RESPONSIBILITIES:

1. Develop and implement a registration system for importers and maintain an updated register.
2. Develop and maintain an updated register of food commodities approved for importation including manufacturer, country of origin, food category and other relevant information.
3. Develop guidelines for Good Importing Practices based on international references.
4. Develop and document requirements for importers as part of importer registration.
5. Develop criteria for food safety risk categorization of imported food commodities.
6. Develop and maintain a risk ranking for imported food commodities.
7. Conduct food safety import risk analyses (IRA) in accordance with established departmental methods and Codex principles of risk assessment.
8. Maintain an updated register of import risk analyses and risk profiles.
9. Develop conditions of importation for food commodities into Belize.
10. Conduct site visits to evaluate the sanitary status of foreign food processing establishments when required based on risk analysis.
11. Oversee preparation and approval of import permits for food commodities.
12. Oversee backup of import data and proper data protection.
13. Evaluate risk for foods not meeting import conditions to determine appropriate SPS measures and make suitable recommendations.
14. Develop procedures to guide the conduct of Import Risk Analyses.
15. Draft questionnaires for competent authorities to support IRAs for priority categories of food commodities.
16. Routinely collect data from the quarantine department to evaluate compliance of food commodities with specified import conditions.
17. Develop guidelines for inspection of priority imported goods at Ports of Entry.
18. Draft guidance documents for quarantine inspectors on inspection of different categories of food.
19. Maintain list of authorized Signatories for import permits and export certificates.

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20. Assist in organizing and participate in sensitization meetings for stakeholders.
21. Maintain current models of sanitary and/or health certificates from priority importing countries.
22. Ensure timely issuance of sanitary and free sale certificates.
23. Routinely review inspection reports for exporting establishments to ensure export certificates are only issued for establishments that comply with export conditions.
24. Maintain listings of establishments approved for exportation.
25. Ensure approved exporting establishments are duly listed by the Competent Authority of importing countries where applicable (EU (TRACES), UK (DEFRA), Mexico (SICPA), Taiwan (IFDM)).
26. Prepare monthly, quarterly and annual reports on volumes and types of imported food commodities, the countries of origin and any other information of relevance.
27. Prepare reports of volumes and types of food commodities certified for exportation, their destination countries and any other information of relevance.
28. Periodically coordinate inspection of consignments to be exported at loading.
29. Periodically harmonize permit data with import data maintained by the Quarantine department.
30. Oversee preparation and approval of export certificates as required.
31. Assist with provision of data and other information including contributing to completion of questionnaires to support market access to new countries.
32. Coordinate with institutions other than BAHA, whose approval are necessary for exportation and importation of food commodities.
33. Train junior staff.
34. Assist with the procurement of the Import and Export Unit supplies and equipment needed.
35. Any other duties that may become necessary from time to time.