



## DEPARTMENT OF THE ENVIRONMENT

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February 17, 2015

Mrs. Diane Moore  
Environmental Programme Analyst  
UNDP  
Nicholas Building  
Belmopan

Dear Mrs. Moore,

The Department of the Environment (DOE) has embarked on the process of hiring an Administrative Assistant for the Belize Chemicals and Waste Management Project. The Department shall identify suitable personnel from the pool of applicants who have applied to the Department and are in our "job application" file. As soon as the process is finalized, the Department shall inform you of the results of the process.

The DOE also takes this opportunity to inform you that, the Chief Environmental Officer, Mr. Martin Alegria will serve as the Project Director for the Belize Chemicals and Waste Management Project. The Department would also appreciate if United Nations Development Programme (UNDP) can facilitate, for the first 2 quarters, the payment process for execution of the project, while the DOE finalizes its internal processes for the transfer of funds to its Chemicals Management Account for the execution of the project.

The Department thanks you for your kind attention and assistance.

Respectfully,

Martin Alegria  
Chief Environmental Officer  
Department of the Environment

c: CEO, Ministry of Forestry, Fisheries and Sustainable Development