



# CIRCULAR MEMORANDUM NO. 12 OF 2025

**MY REF:** STAFF/GEN/22/02/25 (43) Vol. II

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional, Political Reform and Religious Affairs

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT:** VACANCY NOTICE – ONE (1) POSITION OF DATABASE ADMINISTRATOR II, OFFICE OF THE AUDITOR GENERAL

**DATE:** 17<sup>th</sup> February 2025

Applications are invited from suitably qualified persons to fill the vacant position of Database Administrator II, Office of the Auditor General.

## **1. ACCOUNTABILITY OBJECTIVE:**

Responsible for the development, management, and maintenance of the database within the Office of the Auditor General and ensure the security and integrity of the data in accordance with established information and communication technology (ICT) policies, strategies and security guidelines.

## **2. NATURE AND SCOPE:**

The **Database Administrator II** is responsible for developing and managing databases to support the Office of the Auditor General, ensuring optimal performance, data security, and compliance with IT standards. This includes setting access privileges, creating database policies, training users, and providing technical support. The role involves designing and managing database systems for efficient data collection, storage, and analysis to aid decision-making. The incumbent also handles disaster recovery planning, engages with technical experts as needed, and collaborates effectively with government agencies, colleagues, and other stakeholders.

## **3. ANALYSIS OF POSITION:**

### **A. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- DESIGNS** and develops databases to meet the needs of the Office of the Auditor General; writes codes, edits, and installs stored procedures and functions for accessing, maintaining, and populating databases.
- MAINTAINS** database ownership and access privileges in order to maintain the security and integrity of the data stored; monitors and maintains equipment, database security in cooperation with system users.
- INSTALLS**, configures and tests database applications on all computers and server stations for use by end users; may develop, modify and maintain the contents of a website as required
- DEVELOPS**, tests and maintains various security and control procedures for databases including backups, recoveries/restart, logs and journals and updates user passwords in order to ensure the security and safety of the data management system.

5. **PLANS** and organizes database activities regarding reliability, performance monitoring and security, backup and disaster recovery and logs activities in journal.
6. **CONDUCTS** research in order to make informed recommendation on database products, services and protocols in support of data and information management standards in order to ensure hardware meets database needs.
7. **PROVIDES** technical support to management pertaining to the purchases of computer hardware and software and makes recommendations to enhance performance, including upgrading existing and/or acquiring new systems.
8. **ADDRESSES** requests for restoration of lost or corrupted data and database integration issues advising on exception processing needs, troubleshooting, and other data management issues.
9. **MONITORS** databases to optimize performance, resource use and physical implementations of databases and modifies database programs as needed to achieve desired processing performance.
10. **ENSURES** that required hardware meets database needs modifying database programmes to increase processing performance.
11. **PROVIDES** support to network users and liaises with Central Information Technology Office (CITO) on issues or matters pertaining to the wide area network systems to ensure maximum efficiency and effectiveness in the use of resources.
12. **CREATES** and maintains various standardized reports and database-related technical specification documents, such as manuals and handbooks in accordance with establish management information systems Standards.
13. **UNDERTAKES** courses to keep up to date with new technology, trends, and computer solutions.
14. **SETS** major job objectives for subordinates and appraises performance against same in the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.
15. **ADHERES** to International Standards for Supreme Audit Institutions (ISSAIs) and internal policies of the OAGB.

**B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:**

Recognized Bachelor's degree in Computer Science, Information Technology, or related discipline. Certification in Database Management Systems such as ORACLE, MCDBA, MYSQL or SYBASE will be an asset.

**Plus**

Extensive knowledge of Database Management Systems: (ORACLE, MCDBA, MYSQL, SYBASE), the use of MS Windows operating systems and MS Office applications

**Plus**

At least five (5) years' experience in computer software programming or systems analysis of which (2) years must have been in database management, design, and administration of management of information systems. Experience developing, modelling, and engineering database solutions and exposure to standard design notations and methods. Must be self-motivated, self-directed and team oriented.

**4. CONDITIONS OF SERVICE:**

Belize Constitution (Public Service) Regulations, 2014

**5. REPORTING RESPONSIBILITY:**

The Database Administrator II will report to the Deputy Auditor General - Headquarters.

**6. SALARY:**

Government Pay Scale 19 of \$34,979 x 1446-\$62,453 per annum.

Interested persons in possession of the required qualification and have the aptitude for the post, are required to submit a complete application, through the Job search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than 7<sup>th</sup> March 2025.



**ROLANDO ZETINA (MR.)  
CHIEF EXECUTIVE OFFICER**

*c: Director, CITO  
President, PSU  
President, APSSM*