



# CIRCULAR MEMORANDUM NO. 21 OF 2025

**MY REF:** STAFF/GEN/18/06/25 (5) Vol.II

**FROM:** Chief Executive Officer, Ministry of the Public Service, Governance and Disaster Risk Management

**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 – EIGHT (8) POSTS WITHIN THE E-GOVERNANCE AND DIGITIZATION DEPARTMENT, OFFICE OF THE PRIME MINISTER, FINANCE, INVESTMENT AND ECONOMIC TRANSFORMATION, CIVIL AVIATION & E-GOVERNANCE**

**DATE:** 7<sup>th</sup> April 2025

Applications are invited from suitably qualified applicants to fill the below positions within the E-Governance and Digitization Department, Office of the Prime Minister, Finance, Investment and Economic Transformation, Civil Aviation & E-Governance:

- I. Training Officer
- II. Software Developer III
- III. System Administrator II
- IV. Software Developer II
- V. Database Administrator II
- VI. Information Security Officer
- VII. System Analyst
- VIII. Software Developer I

## **I. TRAINING OFFICER**

### **1. Basic purpose of position:**

Responsible for overseeing the design and implementation of training programs within the E-Governance department and with external stakeholders, encompassing activities related to Digital Skills assessment, E-Governance Framework training, User Acceptance Testing (UAT) training, Development of E-Learning modules, Monitoring and Evaluation of Training effectiveness, Coordination of workshops and seminars and management of training resources.

### **2. Analysis of Position**

#### **Essential Duties and Responsibilities**

1. **Analyze** the skills and knowledge gaps to identify training requirements for internal and external stakeholders

2. **Design** and create comprehensive training modules and materials tailored to E-Governance and digital competencies
3. **Facilitate** training workshops, seminars and e-learning sessions to enhance skills and knowledge of staff and external stakeholders
4. **Assess** the impact of training programs through feedback and performance metrics to ensure continuous improvement
5. **Organize** training events, including scheduling sessions, securing venues and managing participant registrations
6. **Keep** accurate records of training activities, participant progress and completion rates for reporting and compliance
7. **Research** and integrate the latest trends and technologies in E-Governance to enhance training content and delivery methods
8. **Work** with other departments and external partners to align training efforts with organizational goals and initiatives
9. **Assist** staff in identifying and applying for relevant training and development programs outside the department

### 3. **Requirements:**

#### a. **Qualifications/Experience:**

Bachelor's degree in Management, Education, Human Resources or similar discipline.

#### b. **Years of Experience in Related Field:**

Two (2) years' experience in a related environment;

### 4. **Knowledge and Required Skills**

- Demonstrate skills in communication, presentation, facilitation, project management, and evaluation
- Familiarity with traditional and modern training methods, tools and techniques.

### 5. **Reporting Responsibility**

The Training Officer will report to the Change Management Manager

### 6. **Salary**

Government Pay scale 16 - \$30,171 \* 1310-\$55,061 per annum

## II. **SOFTWARE DEVELOPER III**

### 1. **Basic purpose of position:**

Assist to design, code, test, and troubleshoot software programs and applications. This includes configuring, coding, developing, documenting and modifying software specifications focusing mostly in the coding and implementation, testing & integration and evaluation & maintenance portions of the development life cycle. This includes translating and implementing software requirements/specifications into concise and robust programming code, testing and supporting applications using programming languages and development tools.

### 2. **Analysis of Position**

### **Essential Duties and Responsibilities**

1. Assist in design and write new software programs;
2. Assist to test new programs and discover faults;
3. Assist to integrate existing software products and get incompatible platforms to work together;
4. Assist to create technical specifications and test plans;
5. Have knowledge of a few computer coding languages and platforms/environments (web, desktop, mobile etc);
6. Assist in writing operational and development documentation with technical authors;
7. Assist in maintaining systems by monitoring and correcting software defects;
8. Assist to document programming problems and resolutions for future reference.

### **3. Requirements:**

#### **a. Qualifications/Experience:**

Bachelor degree in Information Technology, Computer Science or related field with 1 to 3 years of experience.

Or

Associate degree in Information Technology, Computer Science or related field with 3 to 5 years of experience.

### **4. Required Skills**

#### **Technical**

1. Keeping knowledgeable and up to date with technical sector developments in the industry.
2. Basic understanding of software development life cycle.
3. Analytical and problem-solving skills
4. Basic knowledge of database architecture and design
5. Basic ability to code software according to published standards and design guidelines.
6. Flexible attitude, ability to perform under pressure.
7. A commitment to quality and a thorough approach to the work.
8. Ability to work well within a team
9. knowledgeable in one or more programming language, platform and development environment

#### **Behavioural**

1. Exhibit strong customer service orientation
2. Have the ability to learn new skills and technologies fast
3. Have patience
4. Strong communication skills
5. Interpersonal skills
6. Research skills
7. Strong leadership skills.
8. Excellent written, oral, and interpersonal communication skills.
9. Ability to present ideas in business-friendly and user-friendly language.
10. Highly organized, self-motivated, self-directed, and attentive to detail.
11. Ability to effectively prioritize and execute tasks in a high-pressure environment.
12. Extensive experience working in a team-oriented, collaborative environment
13. Career motivation and a willingness to continue to further your knowledge and skills
14. Good work ethics

### **5. Reporting Responsibility**

The Software Developer III will report to the Digital Service Manager

## **6. Salary**

Government Pay scale 16 - \$ 30171 x 1310-55061 per annum

## **III. SYSTEM ADMINISTRATOR II**

### **1. Basic purpose of position:**

Responsible for the installation, configuration, operation and maintenance of computer systems hardware and software and related infrastructure providing technical expertise in the areas of design, implementation, maintenance and data security as well as disaster recovery planning and execution within Ministry

### **2. Analysis of Position**

#### **Essential Duties and Responsibilities**

1. **RESEARCHES**, recommends, installs, configures, upgrades and administers hardware and peripherals to achieve operational requirements and project specification including possible automated approaches for system administration tasks.
2. **MANAGES** computer network, workstations and computer equipment, in order to ensure that software and hardware operates according to specified standards and are effective and efficient as possible.
3. **RESEARCHES**, designs and writes new or modifies existing software programs ensuring proper analysis of user requirements within the Ministry/Department and identifies approaches that leverage resources.
4. **MAINTAINS** systems ownership and access privileges in order provide system security and confidentiality and supervises compliance with various software licenses and copywrite requirements.
5. **BACKUPS** file systems and system data to appropriate media, recovery tapes or disks, archives files and purges system of unnecessary data on a daily basis.
6. **MONITORS** and manages system resources including CPU and disc usage, tape backup systems and response times to maintain operating efficiency; maintain systems documentation and logs and verifying completion of scheduled jobs.
7. **ENSURES** implementation and maintenance of Information Technology strategic plan, policies, procedures and standards.
8. **CREATES** and maintains various systems documents, such as manuals and handbooks related to the maintenance, installation, configuration and system standards in order to provide a means of referencing.
9. **MONITORS** networks regularly to ensure system security and availability of all hardware, server resources, systems and key processes to authorized users; investigates and troubleshoots issues reported by users.
10. **CREATES** approved users account, applies access changes and deletes inactive user accounts as per request.

11. **COORDINATES** with immediate supervisor on issues affecting end-users on the Wide Area Network such as access privileges, restoration or retrieval of lost, corrupted or archival data etc.
12. **ASSISTS** with development and implementation of disaster recovery and contingency plans, and ensures plans are kept up to date.
13. **CONDUCTS** periodic system performance evaluation and produces reports to support strategic planning and decision making for capacity building, hardware and software upgrades and resource optimization, as required.
14. **ANALYZES** performance of programs and takes appropriate action to correct deficiencies based on consultation with users and approval for supervisor.
15. **SUPERVISES** subordinates, sets major job objectives for subordinates, appraises performance against same; develops and implements training and performance improvement plan for each subordinate.
16. **MAY** be required to develop, modify and maintain the contents of official Website.

### **3. Requirements:**

#### **a. Qualifications/Experience:**

Bachelor degree in Information Technology or Computer Science or related discipline. System Administration Certification in Unix, Linux or Microsoft would be an asset

#### **b. Years of Experience in Related Field:**

At least (5) years' experience in an Information Technology environment. Experience in Computer systems administration. Must be self-motivated, self-directed and team oriented.

### **4. Skills Knowledge and Required Skills**

Extensive knowledge of the technical environment and network topology and knowledgeable of windows operating systems and servers, experience in installing network cable and patches and knowledge of security protocols and systems analysis principles.

### **5. Reporting Responsibility**

The System Administrator II will report to the Digital Government Manager

### **6. Salary**

Pay scale 19 - \$34,979 x 1446 - 62,453 per annum

## **IV. SOFTWARE DEVELOPER II**

### **1. Basic purpose of position:**

Design, code, test, and troubleshoot software programs and applications. This includes configuring, coding, developing, documenting and modifying software specifications focusing mostly in the coding and implementation, testing & integration and evaluation & maintenance portions of the development life cycle. This includes translating and implementing software

requirements/specifications into concise and robust programming code, testing and supporting applications using programming languages and development tools.

## **2. Analysis of Position**

### **Essential Duties and Responsibilities**

1. **Design** and write new software programs
2. **Test** new programs and discover faults;
3. **Integrate** existing software products and get incompatible platforms to work together;
4. **Create** technical specifications and test plans;
5. **Work** with a variety of computer coding languages and platforms/environments (web, desktop, mobile etc);
6. **Writing** operational and development documentation with technical authors;
7. **Maintaining** systems by monitoring and correcting software defects;
8. **Document** programming problems and resolutions for future reference.

## **3. Requirements:**

### **a. Qualifications/Experience:**

Bachelor degree in Information Technology, Computer Science or related field

### **b. Years of Experience in Related Field**

Three to five years experience in the software life cycle

## **4. Required Skills**

### **Technical**

- Keeping knowledgeable and up to date with technical sector developments in the industry
- Strong understanding of software development life cycle
- Demonstrable Software Development experience
- Knowledge of database architecture and design
- Ability to interpret written requirements and technical specification documents
- Ability to code software according to published standards and design guidelines
- Flexible attitude, ability to perform under pressure
- A commitment to quality and a thorough approach to the work
- Knowledgeable in Programming languages
- Project management Skills
- Research skills.

### **Behavioural**

- Excellent written, oral, and interpersonal communication skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly organized, self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Extensive experience working in a team-oriented, collaborative environment
- Strong communication skills.
- Interpersonal skills.

## **5. Reporting Responsibility**

The Software Developer II will report to the Digital Service Manager

## **6. Salary**

Government Pay scale 19 - \$ 34979 x 1446-62453 per annum

## **V. DATABASE ADMINISTRATOR II**

### **1. Basic purpose of position:**

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

### **2. Analysis of Position:**

#### ***Essential Duties and Responsibilities***

1. DESIGNS and develops databases to meet the needs of the department; writes codes, edits, and installs stored procedures and functions for accessing, maintaining, and populating databases.
2. 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.
3. 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.
4. 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 to make informed recommendations 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 immediate supervisor 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

### **3. Requirements:**

#### **a. Qualifications/Experience:**

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

#### **b. Years of Experience in Related Field:**

At least five (5) years' experience in Information Technology environment, 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. Skills Knowledge and Required Skills**

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

### **5. Reporting Responsibility**

The Database Administrator II will report to the Digital Service Manager

### **6. Salary**

Government Pay scale 19 - \$34,979 \* 1446-\$62,453 per annum

## **VI. INFORMATION SECURITY OFFICER**

### **1. Basic purpose of position:**

Responsible for developing and implementing policies, procedures, and standards to protect the government's infrastructure and data. It will include being responsible for overseeing information security, data governance, and IT risk management programs based on industry- accepted frameworks.

### **2. Analysis of Position**

#### ***Essential Duties and Responsibilities***

1. **PREPARES** and coordinates the development, implementation, and updating of security and privacy policies, standards, guidelines, processes, plans, and procedures in compliance with regulations and frameworks.
2. **ENSURES** that policies are communicated across the government as appropriate, ensuring appropriate training needs are identified and provided to ensure compliance.
3. **PREPARES** and manages the frameworks, processes, and tools necessary for information security and to make risk-based decisions related to IT activities.
4. **ENSURES** identification and appropriate risk mitigation and control processes for security incidents.
5. **ADVISES** management and staff on policies and implications of information security issues to offer technical and meaningful advice to affect change.
6. **PREPARES** reports and statistical data on the level of compliance controls and current IT risk posture.
7. **MONITOR** and perform regular audits to ensure security practices are compliant.
8. **PREPARES** and manages IT operations shared disaster recovery/business continuity plan.
9. **PROVIDES** strategic recommendations to key IT projects to help improve project results, quality of deliverables, risk optimization, security processes, and compliance with regulations, policies, and standards.
10. **COORDINATES** and works with other entities on information security incident response and reporting for the government.
11. **IDENTIFIES** and manages stakeholders' expectations through consultation and communication with relevant stakeholders and providing feedback on a regular basis.
12. **ACCESSES** the technical skills and knowledge required for informed decision-making and technical requirements for the Ministry ensuring to make professional contributions and possessing a broad industry view of new trends and techniques.
13. **OVERSEES** the production of reports, consultation documents, ministry papers, and other documents that relates to information security

### **3. Requirements:**

#### **a. Qualifications/Experience:**

Bachelor degree in Information Technology, Management Information systems or related field

#### **b. Years of Experience in Related Field:**

- At least five (5) years post-degree work experience in an Information security or Cybersecurity role that provides the required knowledge.
- Strong research, analytical and Problem-solving skills.
- Experience in identifying, monitoring, and reporting information security incidents and risks.
- Must be experienced in risk, compliance, and Information Security policy development - short, medium, and long-term strategies.
- Excellent written and verbal communication skills are required for interacting with clients

### **4. Skills Knowledge and Required Skills**

- Knowledge of IT processes and controls and strong understanding of risk and control frameworks such as (COBIT, ISO, NIST, ITIL, PCI) and data privacy legislation and regulations.
- Possess Certified Information Systems Security Professional (CISSP) or other information systems security certifications

### **5. Reporting Responsibility**

The Information Security Officer will report to the Digital Government Manager

## **6. Salary**

Government Pay scale 21 - \$38 106 x 1644 - 69 342 per annum

## **VII. SYSTEM ANALYST**

### **1. Basic purpose of position:**

Basic purpose of position: Analyze, design, recommend, implement and evaluate software solutions to enhance productivity and efficiency within the E-Governance and Digitalization department.

### **2. Analysis of Position**

#### ***Essential Duties and Responsibilities***

1. **Interacting** extensively with external or internal clients.
2. **Critically** understanding clients' operations and systems.
3. **Translating** requirements of the client into highly technical specifications in brief.
4. **Determining** the potential solutions and testing them for both technical and business compatibility.
5. **Developing** project feasibility reports.
6. **Presenting** convincing proposals to clients.
7. **Planning** testing schedules for completing System operations.
8. **Ensure** scheduled evaluation and maintenance of implemented software.
9. **Ensures** proper implementation of all new systems.
10. **Recommend** the most efficient and cost-effective software solutions.
11. **Works** closely with management to prioritize business goals and information needs.
12. **Write** technical procedures and documentation for the applications including operations, and user guide

### **3. Requirements:**

#### **a. Qualifications/Experience:**

Bachelor degree in Information Technology, Computer Science or related field

#### **b. Years of Experience in Related Field:**

Three to five years work experience in Systems Analyst techniques related field

### **4. Required Skills**

#### **Technical**

- Keeping knowledgeable and up to date with technical sector developments in the industry
- Strong understanding of software development life cycle
- Demonstrable Software Development experience
- Knowledge of database architecture and design
- Ability to interpret written requirements and technical specification documents
- Ability to code software according to published standards and design guidelines
- Flexible attitude, ability to perform under pressure
- A commitment to quality and a thorough approach to the work

- Knowledgeable in Programming languages
- Project management Skills
- Research skills

### **Behavioural**

- Excellent written, oral, and interpersonal communication skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly organized, self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative environment
- Strong communication skills.
- Interpersonal skills.

### **5. Reporting**

The System Analyst will report to the Digital Service Manager

### **6. Salary**

Government Pay scale 21 - \$38106 x 1644 - 69342 per annum

## **VIII. SOFTWARE DEVELOPER I**

### **1. Basic purpose of position**

Analyze, design, code, test, assess, and troubleshoot software programs and applications. This includes researching, designing, configuring, coding, developing, documenting and modifying software specifications throughout the project/development life cycle.

### **2. Analysis of Position**

#### **Essential Duties and Responsibilities**

1. Analyze user requirements
2. Research, design and write new software programs
3. Test new programs and discover faults
4. Develop existing programs by analysing and identifying areas for modification
5. Integrate existing software products and get incompatible platforms to work together
6. Create technical specifications and test plans
7. Work with a variety of computer coding languages and platforms/environments (web, desktop, mobile etc)
8. Writing operational and development documentation with technical authors
9. Maintaining systems by monitoring and correcting software defects
10. Document programming problems and resolutions for future reference

### **3. Requirements**

#### **Qualifications/Experience**

Bachelor's Degree in Information Technology or related field with 5-7 years' experience in the Software life cycle

#### 4. **Required Skills**

##### **Technical**

1. Keeping knowledgeable and up to date with technical sector developments in the industry.
2. Basic understanding of software development life cycle.
3. Analytical and problem-solving skills
4. Basic knowledge of database architecture and design
5. Basic ability to code software according to published standards and design guidelines.
6. Flexible attitude, ability to perform under pressure.
7. A commitment to quality and a thorough approach to the work.
8. Ability to work well within a team
9. knowledgeable in one or more programming language, platform and development environment

##### **Behavioural**

1. Exhibit strong customer service orientation
2. Have the ability to learn new skills and technologies fast
3. Have patience
4. Strong communication skills
5. Interpersonal skills
6. Research skills
7. Strong leadership skills.
8. Excellent written, oral, and interpersonal communication skills.
9. Ability to present ideas in business-friendly and user-friendly language.
10. Highly organized, self-motivated, self-directed, and attentive to detail.
11. Ability to effectively prioritize and execute tasks in a high-pressure environment.
12. Extensive experience working in a team-oriented, collaborative environment
13. Career motivation and a willingness to continue to further your knowledge and skills
14. Good work ethics

#### 5. **Reporting Responsibility**

The Software Developer I will report to the Digital Service Manager

#### 6. **Salary**

Government Pay scale 21 - \$ 38106 x 1644 - 69342 per annum

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, at least two references and a valid police report through the Job Search and Employment Application Website at <https://jobs.publicservice.gov.bz/> no later than **21<sup>st</sup> April 2025**.



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

c: Chief Information Officer, CITO  
President, PSU  
President, APSSM  
GEN/4/01/01