



CIRCULAR MEMORANDUM NO. 65 OF 2025

MY REF: STAFF/GEN/11/04/25 (9) Vol. I

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 – *ONE (1)* POST OF INFORMATION TECHNOLOGY TECHNICIAN II, MINISTRY OF CONSTITUTION AND RELIGIOUS AFFAIRS, INDIGENOUS AFFAIRS, AND TRANSPORTATION

DATE: 6th October 2025

Applications are invited from suitably qualified applicants to fill one (1) post of **IT Technician II**, Department of Transport, Ministry of Constitution and Religious Affairs, Indigenous Affairs and Transportation, across the Belize Public Service and wider public.

BASIC PURPOSE OF POSITION:

Responsible for the general maintenance and upkeep of computer hardware and software within a Ministry/Department, including general tasks that promote the seamless use of IT infrastructure and work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **CONNECTS**, diagnoses, trouble shoots, maintains hardware including computers, monitors, printers, networking devices and audio-visual attachments as required.
2. **INSTALLS**, tests, and troubleshoots computer software; makes software available to appropriate users within respective Ministry/Department.
3. **PROVIDES** technical support for hardware and software issues, including assist with preparing procedural manuals that serves as guidance to end users.
4. **MAINTAINS** a detailed inventory of computers and related peripherals including software and hardware for a Ministry/Department.
5. **KEEPS** log and reports to supervisor on network and equipment performance, problems, failures etc, updates user passwords where necessary.
6. **PROVIDES** software and networking support to end users such as password reset, printer reselection and other issues encountered during the course of performing functions.

7. **SERVES** as liaison to software and hardware providers including external repairs services in support of general maintenance duties.
8. **RECOMMENDS** procurement of computers, computer peripherals, computer parts, supplies and materials, to ensure service continuity and availability of proper equipment and support maintenance functions.
9. **TRAINS** personnel in the operation of new hardware and/or software applications to update the capacity of the end-users; provides helpdesk and assistance service to end-users in a

REQUIREMENTS:

Applicants for the position of IT Technician II must Possess:

- Associate's degree: Information Technology, Computer Science or related discipline.

Application Package should contain:

- Letter of application
- Police Record
- Copy of valid Social Security Card
- Resume
- Two (2) Letter of Recommendation
- Degrees or Certificates

Years of Experience in Related Field:

- At least one (1) years' experience in the field.

SKILLS:

- Must possess knowledge of troubleshooting Computer Hardware and Software, the technical environment and network topologies.
- Must possess good analytical, Communication, interpersonal and research skills.
- Ability to work under pressure.

REPORTING RESPONSIBILITY:

Chief Transport Officer

SALARY:

PayScale 12 of \$22,557 – 1,014 - \$41,823 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.jobs.publicservice.gov.bz/> no later than **31st October 2025**.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: *Chief Information Officer, CITO*
President, PSU

