



## CIRCULAR MEMORANDUM NO. 66 OF 2025

**MY REF:** Staff/GEN/2/10/25 (56) Vol. X

**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 ECONOMIC TRANSFORMATION**

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

Applications are invited from suitably qualified persons to fill one (1) post of **Information Technology (IT) Technician II**, Ministry of Economic Transformation.

### **BASIC PURPOSE OF POSITION:**

The IT Technician II assists the System Administrator in maintaining and managing the Ministry's IT infrastructure. The role involves supporting hardware and software systems, troubleshooting technical issues, and ensuring the smooth operation of IT services within the Ministry and its associated projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Technical Support & Maintenance
  - Provide first-level technical support to end-users via helpdesk and remote assistance.
  - Troubleshoot and resolve hardware, software, and network issues.
  - Maintain, update, and repair IT systems, including desktops, servers, printers, and network devices.
2. Software Installation & Management
  - Install, configure, and update operating systems and software applications.
  - Ensure all antivirus and security software are installed, configured, and regularly updated.
  - Manage software licenses and ensure compliance with policies.
3. Hardware Installation & Maintenance
  - Set up and configure new computer systems, including desktops, laptops, printers, and scanners.
  - Diagnose and repair faulty hardware and peripherals.
  - Maintain an inventory of computer hardware and peripherals.
4. Network Administration Support
  - Assist in maintaining wired and wireless networks.
  - Install and patch network cables as required.

- Support the maintenance and security of the network infrastructure.
5. Data Backup & Security
    - Assist in setting up and maintaining backup systems for file servers and office computers.
    - Support the implementation of cybersecurity measures to protect IT infrastructure.
    - Keep an inventory of original software and drivers.
  6. User Training & Documentation
    - Assist in training personnel in new hardware and software applications.
    - Provide clear and useful communication regarding IT support.
    - Document troubleshooting processes and create user guides where necessary.
  7. Logistics & Inventory Management
    - Transport IT equipment and supplies as needed for repairs and maintenance.
    - Assist in managing a warehouse inventory of computer parts and accessories.
    - Ensure proper storage and organization of IT assets.
  8. Special IT Projects & Upgrades
    - Support IT infrastructure expansion and upgrades.
    - Research new technologies and provide recommendations for system improvements.

## **QUALIFICATIONS:**

**Essential:** High School Diploma with at least 3 years of experience, OR  
Certification in a related IT field with at least 2 years of experience.

**Desirable:** Associate's Degree in Information Technology or related field with 0—2 years of experience.

## **SKILL**

Experience in troubleshooting hardware and software issues.

Knowledge of Windows operating systems and server environments.

## **REPORTING RESPONSIBILITY:**

System Administrator II

## **SALARY:**

Government of Belize Pay Scale Payscale 12 of \$23,573 x 1060 - \$43,713 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are asked to submit their complete application, 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 **23<sup>rd</sup> October 2025**.



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

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