



CIRCULAR MEMORANDUM

NO. 15 OF 2026

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FROM: Chief Executive Officer, Ministry of the Public Service 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 – ELECTRONIC TECHNICIAN – NATIONAL METEOROLOGICAL SERVICE OF BELIZE, MINISTRY OF THE PUBLIC SERVICE AND DISASTER RISK MANAGEMENT

DATE: 16th February 2026

Applications are invited from suitably qualified persons to fill two (2) vacant positions of Electronic Technician, National Meteorological Service, Ministry of the Public Service and Disaster Risk Management.

1. Purpose of Position:

To provide advice and technical support to the Senior Electronic Technician in managing, planning, organising and directing the activities of the Electronic and Information Technology Section of the National Meteorological Service of Belize and to ensure that all equipment, software and networks are working at optimal performance in order to provide support for other sections in the department.

2. Analysis of Position

I. Essential Duties and Responsibility:

- a. Manage Observation Network - Properly manage and maintain all sections of the Belize Observation Network that is:
 - a. In-Situ sensors and devices
 - b. Communication devices
 - c. Data reception and storage computers
 - d. Climate Data Management System (S.U.R.F.A.C.E. CDMS)
 - e. Lightning detection network
 - f. International exchange of data
 - g. Satellite data reception
- b. Manage Power Systems
 - a. Proper maintenance and 24 hour operation of Doppler Radar and components such as the Radome and parabolic antenna, The antenna control unit, receiver, transmitter, forecasting station, remote network access and data distribution

- b. Proper maintenance and 24 hour operation of Radiosonde System and components, including the computer console, Hydrogen gas generator and storage system(HOGEN)
- c. Proper maintenance of Back up generator
- d. Proper maintenance of office Uninterruptable Power Supplies ranging from 500VA UPS for desktop computers to 15KVA for Radar, HOGEN and server room.
- c. Manage NMS Local Area Network - Install, configure, maintain and manage all Servers, PCs, Printers and Network Devices
 - a. Hypervisors, server clusters and Virtual Machines
 - b. Physical servers, NAS equipment, workstations, Desktop PCs, laptops and printers
 - c. Domain controllers, print server, client PCs, user groups and active directory
 - d. Firewall routers, Wi-Fi routers, network switches and IP phone system
 - e. Physical machines running operational applications such as; Data Reception Server, W.I.M.P. server, WRF numerical prediction model, S.U.R.F.A.C.E. CDMS, PLUVO, FTP server, WIS2box, Backup Scripts, website and mobile app

II. **Requirements:**

- a. **Qualifications/Experience:**
 - i. General
 - o Bachelor's Degree in Electronics/Telecommunications/Computer Science/IT/Power
 - o Systems
 - o Should have basic programming and logic skills
 - o Python Programming(not required but an asset)
 - o Understanding of Linux and windows administration over command line interface
 - o Should have basic understanding of computer networking and interfaces
 - o Must be able to evaluate problems, methodically troubleshoot devices and equipment to solve faults and failures that will occur
 - o Must be goal oriented and be able to develop a plan of action for technicians to follow
 - o Must be able to read and understand technical manuals and specifications related machines and instruments working within the various sub-sections
 - o Ability to communicate effectively, both orally and in writing.
 - o Will require being on call to solve problems outside normal working hours
 - o Will require working during hurricanes and tropical storms
 - ii. Observation Network
 - o Should have operating knowledge of electronic devices and telecommunication systems and devices and computer networks
 - o Should have knowledge of RF communications
 - iii. Power Systems
 - o Good understanding of electrical power systems
 - o Should have operating knowledge of electronic devices and telecommunication systems
 - iv. Computer Network
 - o Proficient with virtual machine and Linux and windows administration over command line interface
 - o Proficient with Server management and Hypervisor implementation
 - o Understand computer network topology and best practices related to switches and routing and firewall configuration

3. Reporting Responsibility:

The Electronic Technician will report to the Senior Electronic Technician.

4. Supervising Responsibility:

Supervises - Instrument Technicians

5. Salary

Government Pay scale 16 of \$31,529 x 1,369 - \$57,540 per annum.

Interested persons who consider that they have met the qualifications stated and have the aptitude for post of this nature are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Tuesday, 3rd March 2026.



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

*c: Chief Information Officer, Central Information Technology Office
President, Public Service Union of Belize
President, Association of Public Service Senior Managers*