



CIRCULAR MEMORANDUM NO. 30 OF 2026

MY REF: STAFF/GEN/2/10/26 (13) Vol. XI

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 – TWO (2) POSTS OF SYSTEM ADMINISTRATOR II
– CENTRAL INFORMATION TECHNOLOGY OFFICE (CITO),
MINISTRY OF FINANCE – BELMOPAN**

DATE: 21st April 2026

Applications are invited from suitably qualified applicants to fill two (2) posts of **SYSTEM ADMINISTRATOR II**, Central Information Technology Office (CITO), Ministry of Finance, from across the country of Belize.

BASIC PURPOSE OF POSITION:

The System Administrator (SA) II is responsible to assist in effective provisioning, installation/configuration, operation, and maintenance of system hardware, software and related infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

SA Engineering and Provisioning

1. **INSTALL** new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
2. **INSTALL** and configure computer based systems
3. **DEVELOP**, document and maintain installation and configuration procedures.
4. **CONTRIBUTE** to and maintain system standards.
5. **RESEARCH** and recommend innovative, and where possible automated approaches for system administration tasks.
6. **IDENTIFY** approaches that leverage our resources and provide economies of scale.

Operations and Support

7. **MONITOR** and verify the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
8. **ENSURE** regular security monitoring to identify any possible intrusions.
9. **ENSURE** daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

10. ENSURE regular file archival and purge as necessary.
11. CREATE, change, and delete user accounts per request.
12. PROVIDE Tier III/other support per request from various agencies.
13. INVESTIGATE and troubleshoot issues.
14. REPAIR and recover from hardware or software failures. Coordinate and communicate with impacted agencies.

Maintenance

15. APPLY OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities.
16. CONFIGURE / add new services as necessary.
17. UPGRADE and configure system software that supports local infrastructure or operational needs.
18. PERFORM periodic performance reporting to support capacity planning.
19. PERFORM ongoing performance tuning, hardware upgrades, and resource optimization as required.
20. CONFIGURE CPU, memory, and disk partitions as required.
21. MAINTAIN data center environmental and monitoring equipment.

QUALIFICATIONS:

Bachelor's Degree in Computer Science, Information Technology, or related field with 1 — 2 years of relevant system administration experience.

OR

Associates Degree in Information Technology and recognized Systems Administration certifications (e.g. Microsoft, Unix or Linux) with 4 to 6 years of relevant system administration experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Technical:

1. Hands on experience troubleshooting hardware/software.
2. Knowledge of technical environment and network topologies.
3. Knowledgeable of windows operating systems and servers.
4. Experience in installing network cable and patching.
5. Knowledge of security protocols.
6. Some knowledge of systems analysis principles.
7. Disaster recovery methods.

Behavioral:

1. Strong leadership skills.
2. Excellent written, oral, and interpersonal communication skills.
3. Ability to present ideas in business-friendly and user-friendly language.
4. Highly organized, self-motivated, self-directed, and attentive to detail.
5. Ability to effectively prioritize and execute tasks in a high-pressure environment.
6. Ethical skills.

WORK CONDITIONS: (*physical demands, job hazards, pressures*)

1. Available to work on weekends and holidays as required
2. Flexible working hours

REPORTING RESPONSIBILITY:

The System Administrator II will report to the Lead System Administrator

CONDITIONS OF SERVICE:

The Conditions of Service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Store Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

SALARY:

Government of Belize pay scale 19 of \$36,554 x 1511 - \$65,263 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, qualifications, 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 **8th May 2026**.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

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