



CIRCULAR MEMORANDUM NO. 28 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 – ONE (1) POST OF DATABASE ADMINISTRATOR I
– CENTRAL INFORMATION TECHNOLOGY OFFICE (CITO),
MINISTRY OF FINANCE – BELMOPAN**

DATE: 21st April 2026

Applications are invited from suitably qualified applicants to fill one (1) post of **DATABASE ADMINISTRATOR I**, Central Information Technology Office (CITO), Ministry of Finance, from across the country of Belize.

BASIC PURPOSE OF POSITION:

The Database Administrator I is responsible for technically supporting multiple implemented database systems that support the various implemented applications for the Financial Management Information System and support a Data Warehouse. Under general supervision, the Database Administrator I provides technical expertise in the design, implementation, and maintenance of database management systems. The role is responsible for data security, disaster recovery planning, and execution for all database systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. MAINTAINS database ownership and access privileges.
2. PERFORMS and tests daily backups of critical data on the domain, and addresses requests for data restoration of lost or corrupted data.
3. DESIGNS, tests, and documents disaster recovery plans and backup strategies for implemented database systems; designs, develops, maintains, and executes disaster recovery systems and services.
4. MONITORS databases to optimize database performance and resource use.
5. ADDRESSES a variety of database integration issues, including integration with 3rd party data sources, including the extraction, transformation, and loading of structured and unstructured data for analytical processing.
6. MAINTAINS and tests development and production database management systems environments.
7. COLLABORATES with system and network administrators to monitor, maintain, and enhance database security and database software.
8. PROVIDES expert guidance on troubleshooting, exception handling, and resolving complex database management issues.
9. CONDUCTS research and makes recommendations on database products, services, and protocols in support of data and information management standards.

10. MONITORS and manages database logs, and journals; installs, maintains, and upgrades database management software.
11. CREATES and maintains database reports, queries, and scripts, and other analytic tools as required to support end users with data retrieval and analysis, to ensure performance optimization, data integrity, and security.
12. LIAISES with application developers and system administrators to ensure the successful design, implementation, operation, and maintenance of databases.
13. MONITORS for security threats to protect databases from unauthorized access, data breaches, and other security risks, ensuring the confidentiality, integrity, and availability of organizational data assets.
14. RECOMMEND and implement targeted enhancements to database operations, related security protocols, database system integration and interoperability with the Data Warehouse environment.
15. REVIEW, maintain, and optimize the configuration and performance of the Data Warehouse, including the tools involved in the implementation, such as SSRS, SSIS, SSAS and Power BI, among others.
16. COLLABORATE in the definition and adoption of standards for metadata, tagging, naming and indexing databases and Data Warehouse.
17. IMPLEMENT ETL processes to extract, transform, and load data from multiple government systems into the Data Warehouse.
18. OPTIMIZE ETL workflows to ensure efficiency, reliability, and data integrity.
19. COLLABORATE in implementing OLAP cubes for multi-dimensional analysis to support decision-making.
20. IMPLEMENT role-based access controls, encryption, and other security measures for the Data Warehouse and data marts.

QUALIFICATIONS:

A Bachelor's degree in Information Systems, Computer Science, Information Technology, or a closely related field with 3-5 years' experience in database management systems administration.

Experience:

1. Administration of management information systems.
2. Developing, modelling, and engineering database solutions.
3. Implementing ETL processes to extract, transform, and load data from multiple data sources into a data warehouse and data marts would be an asset.
4. Implementing OLAP cubes for multi-dimensional analysis to support decision-making would be an asset
5. Creating metadata catalogues using SQL Server Master Data Services (MDS) would be an asset

KNOWLEDGE, SKILLS AND ABILITIES:

Technical Skills:

1. Thorough knowledge of database management systems, structures, and techniques. ii. Knowledge of current technological developments/trends in the area of expertise. iii. Ability to interpret data models and to develop database structures.
2. Ability to use standard diagramming techniques to design and develop computer data models.
3. Ability to implement and troubleshoot programming changes and modifications. vi. Ability to program, configure, manage, and maintain the operation of complex relational databases.
4. Ability to maintain and manipulate large, complex data sets.
5. In-depth knowledge of computational systems and network security, including applications, procedures, and techniques.
6. Knowledge of acceptance testing on computer systems and applications
7. Ability to provide technical guidance and leadership to professional personnel in database administration.

8. Ability to write detailed professional, technical and non-technical reports.
9. Demonstrated proficiency in T-SQL scripting to support reporting, data analysis, and database management activities.

Behavioral:

1. Strong leadership skills.
2. Excellent written, oral, and interpersonal communication skills.
3. Ability to discharge duties in a fashion that aligns responsibilities with the goals of the department.
4. Highly self-motivated, self-directed, and attentive to detail.
5. Ability to effectively prioritize and execute tasks in a high-pressure environment. xviii.
Ability to work in a team-driven environment.

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

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

REPORTING RESPONSIBILITY:

The Database Administrator I will report to the Lead Database 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 21 of \$39,821 x 1,718 - \$72,463 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