



CIRCULAR MEMORANDUM NO. 87 OF 2021

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FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform

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 – SYSTEMS ADMINISTRATOR, OFFICE OF THE AUDITOR GENERAL

DATE: 28th December 2021

Applications are invited from suitably qualified persons to fill the post of **Systems Administrator, Office of the Auditor General**.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for the installation, configuration, operation and maintenance of computer systems hardware and software and related infrastructure providing technical expertise in the areas of design, implementation, maintenance, and data security as well as disaster recovery planning and execution within Ministry.

2. NATURE AND SCOPE:

The Systems Administrator is required to help shape, define and manage Information Technology System within the Ministry and provide a secure platform for information sharing. The System Administrator is responsible for the configuration, upkeep and reliable operation of computer systems, especially multi-user computers such as servers. The System Administrator also seeks to ensure that the uptime, performance, resources, and security of the computers managed meet the needs of the users. The officer participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with Ministry/Department goals, industry best practices, and regulatory requirements. The incumbents may undertake core responsibility of programmer which includes analyzing, designing and implementing the development of software applications throughout their life.

The incumbent must ensure consistent system monitoring to verify the integrity of all peripheral and processes and ensure security checks to identify any possible chance of intrusion. The officer is responsible for installing new and rebuilt servers and conducting research on new innovative and automated ways to facilitate systems administration to achieve organizational goals in the most cost-effective manner.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **RESEARCHES**, recommends, installs, configures, upgrades and administers hardware and peripherals to achieve operational requirements and project specification including possible automated approaches for system administration tasks.

2. **MANAGES** computer network, workstations, and computer equipment, in order to ensure that software and hardware operates according to specified standards and are effective and efficient as possible.
3. **RESEARCH**, designs, and writes new or modifies existing software programs ensuring proper analysis of user requirements within the Ministry/Department and identifies approaches that leverage resources.
4. **MAINTAINS** systems ownership and access privileges in order provide system security and confidentiality and supervises compliance with various software licenses and copywrite requirements.
5. **BACKUPS** file systems and system data to appropriate media, recovery tapes or disks, archives files and purges system of unnecessary data on a daily basis.
6. **MONITORS** and manages system resources including CPU and disc usage, tape backup systems and response times to maintain operating efficiency; maintain systems documentation and logs and verifying completion of scheduled jobs.
7. **ENSURES** implementation and maintenance of Information Technology strategic plan, policies, procedures and standards.
8. **CREATES** and maintains various systems documents, such as manuals and handbooks related to the maintenance, installation, configuration and system standards in order to provide a means of referencing.
9. **MONITORS** networks regularly to ensure system security and availability of all hardware, server resources, systems and key processes to authorized users; investigates and trouble-shoots issues reported by users.
10. **CREATES** approved users account, applies access changes and deletes inactive user accounts as per request.
11. **COORDINATES** with Central Information Technology Office on issues affecting end-users on the Government of Belize Wide Area Network such as access privileges, restoration or retrieval of lost, corrupted or archival data etc.
12. **ASSISTS** with development and implementation of disaster recovery and contingency plans, and ensures plans are kept up to date.
13. **CONDUCTS** periodic system performance evaluation and produces reports to support strategic planning and decision making for capacity building, hardware and software upgrades and resource optimization, as required.
14. **ANALYZES** performance of programs and take appropriate action to correct deficiencies based on consultation with users and approval for supervisor.
15. **SUPERVISES** subordinates, sets major job objectives for subordinates, appraises performance against same; develops and implements training and performance improvement plan for each subordinate.
16. **MAY** be required to develop, modify, and maintain the contents of official Website.

B. QUALIFICATION AND EXPERIENCE

Bachelor's Degree in Information Technology or Computer Science and System Administration.

Plus

At least three (3) years' experience in an Information Technology environment. Excellent analytical, problem solving, interpersonal and project management skills.

C. **COMPETENCIES/SKILLS**

- Extensive knowledge of the technical environment and network topology
- Knowledgeable of windows operating systems and servers,
- Experience in installing network cable and patches
- Knowledge of security protocols and systems analysis principles.
- Excellent analytical, problem solving, interpersonal and project management skills,
- Written and oral communication skills. Experience being part of professional staff and being a trusted resource as a member of a senior level team.

4. **REPORTING RESPONSIBILITY**

The Systems Administrator will report to the Database Administrator, Office of the Auditor General.

5. **SALARY**

Government Pay Scale 16 of \$27,154 x 1,179- \$49,555 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post 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 Friday, 14th January 2022.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,
President, Public Service Union of Belize President,
Association of Public Service Senior Managers*