



## **CIRCULAR MEMORANDUM NO. 40 OF 2026**

**MY REF:** STAFF/GEN/2/10/26 (16) 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 – ONE (1) POST OF DATABASE ADMINISTRATOR II – TREASURY DEPARTMENT, MINISTRY OF FINANCE – BELIZE CITY**

**DATE:** 19<sup>th</sup> May 2026

Applications are invited from suitably qualified applicants to fill one (1) post of **DATABASE ADMINISTRATOR II**, Treasury Department, Ministry of Finance, Belize City from across the country of Belize.

**BASIC PURPOSE OF POSITION:**

Responsible for the development, management, and maintenance of the database within a department and ensure the security and integrity of the data in accordance with established information and communication technology (ICT) policies, strategies and security guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **DESIGNS** and develops databases to meet the needs of the department; writes codes, edits, and installs stored procedures and functions for accessing, maintaining, and populating databases.
2. **MAINTAINS** database ownership and access privileges in order to maintain the security and integrity of the data stored; monitors and maintains equipment, database security in cooperation with system users.
3. **INSTALLS**, configures and tests database applications on all computers and server stations for use by end users; may develop, modify and maintain the contents of a website as required.
4. **DEVELOPS**, tests and maintains various security and control procedures for databases including backups, recoveries/restart, logs and journals and updates user passwords in order to ensure the security and safety of the data management system.

5. PLANS and organizes database activities regarding reliability, performance monitoring and security, backup and disaster recovery and logs activities in journal.
6. CONDUCTS research to make informed recommendations on database products, services and protocols in support of data and information management standards in order to ensure hardware meets database needs.
7. PROVIDES technical support to management pertaining to the purchases of computer hardware and software and makes recommendations to enhance performance, including upgrading existing and/or acquiring new systems.
8. ADDRESSES requests for restoration of lost or corrupted data and database integration issues advising on exception processing needs, troubleshooting, and other data management issues.
9. MONITORS databases to optimize performance, resource use and physical implementations of databases and modifies database programs as needed to achieve desired processing performance.
10. ENSURES that required hardware meets database needs modifying database programmes to increase processing performance.
11. PROVIDES support to network users and liaises with immediate supervisor on issues or matters pertaining to the wide area network systems to ensure maximum efficiency and effectiveness in the use of resources.
12. CREATES and maintains various standardized reports and database-related technical specification documents, such as manuals and handbooks in accordance with establish management information systems Standards.
13. UNDERTAKES courses to keep up to date with new technology, trends, and computer solutions.
14. SETS major job objectives for subordinates and appraises performance against same in the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate

**REQUIREMENTS:**

Bachelor's degree in Computer Science, Information Technology, or related discipline. Certification in Database Management Systems such as ORACLE, MCDBA, MYSQL or SYBASE would be an asset.

At least five (5) years' experience in Information Technology environment, Experience developing, modelling, and engineering database solutions and exposure to standard design notations and methods. Must be self-motivated, self-directed and team oriented.

Extensive knowledge of Database Management Systems: (ORACLE, MCDBA, MYSQL, SYBASE), the use of MS Windows operating systems and MS Office applications

## **REPORTING RESPONSIBILITY**

The Database Administrator II will report to the Accountant General.

## **SALARY**

Government of Belize pay scale 19 - \$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, 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 **3<sup>rd</sup> June 2026**.



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

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