



CIRCULAR MEMORANDUM NO. 58 OF 2021

MY REF: STAFF/GEN/2/05/21 (47)

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 – BUSINESS INTELLIGENCE
ANALYST, BELIZE TAX SERVICE, MINISTRY OF
FINANCE**

DATE: 31st August 2021

Applications are invited from suitably qualified persons to fill one (1) vacant position of Business Intelligence Analyst, Belize Tax Service, Ministry of Finance.

1. Purpose of Position:

To support Belize Tax Services by designing and implementing the most appropriate technological solutions including integration with the tax databases and data warehouse for the gathering, storing, accessing and analysis of data to aid in decision making; to act as liaison between the BTS and its business partners and to recommend solutions that will enable the achievement of its strategic objectives.

2. Analysis of Position

I. Key Outputs

- Appropriate technological solutions recommended, designed, tested and implemented.
- Business requirements analyzed and determined.
- Business solutions and tax databases integrated.
- Data warehouse managed and quality assurance provided.
- Prepare and submit reports.

II. Essential Duties and Responsibilities:

Technical and Professional Duties

- Leads the inception, technical design, development, testing and implementation of business intelligence projects for the BTS;
- Creates, automates and maintains accurate datasets, data models, reports and dashboards based on business requirements;

- Performs statistical analysis against available data to develop models and identifies trends in support of the BTS operations;
- Develops, implements and maintains data quality processes to manage data generated from BTS operations;
- Designs technical requirement documents based on the business needs and the requirement details;
- Creates test cases and conduct testing for datasets, data models, reports and dashboards development;
- Ensures integration of BI solutions with BTS tax databases;
- Develops, deploys, maintains (including backup and restoration) and monitors business intelligence tools;
- Establishes and maintains library portfolio of model documents, templates, or other reusable business intelligence assets
- Manages workflows to meet required timeframes;
- Plans for service demand forecasts;
- Conducts analysis of functional business processes and requirements and participates in the development of business cases in the support of process changes and/or IT projects;
- Advises the BTS management of the impact of BI (processes, practices and technologies) on the management or the optimization of the business;
- Examines the data to discover patterns, meaningful relationships, anomalies and trends;
- Keeps abreast of the latest trends with BI products/tools, business strategies and direction;
- Recommends standards, policies and procedures for the form, structure, and attributes of the BI tools and systems;
- Designs and delivers end-user training and training materials;
- Trains users, including executives, to transform data into action-oriented information and to use that information correctly;
- Prepares and submits reports;
- Performs other related duties assigned by the Manager, MIS.

III. **Performance Standards**

This job is satisfactorily performed when:

- Business requirements have been identified and recommendations are clearly linked to organizations strategy and financial goals;
- BI systems are implemented and managed according to established standards
- BI solutions are integrated with BTS tax databases in support of its operation as required;
- Accurate datasets, models, reports and dashboards are provided according to BTS requirements;
- Comprehensive reports are prepared and submitted on a timely basis.

IV. **Authority To:**

- To access reports from all units and division heads
- To request data in various forms from all units and division heads

CONTACTS	NATURE OF CONTACT
<i>Internal</i> Director General MIS Manager Heads of Divisions Ministry of Finance	Provide information and to gain direction

V. **Requirements:**

a. **Qualifications/Experience:**

- i. Master's degree in Computer Science, Management Information System, Information Systems Application, Information Technology, or the equivalent and two (2) years experience in a related area.

OR

- ii. Bachelor's Degree in Computer Science, Management Information System, Information Technology the equivalent qualifications and three (3) years' experiences in a related field.

b. **Skills/Competencies:**

Required Skills and Specialized Techniques:

- i. Ability to use complex computer programs such as Visual Studio, SQL Server, SQL Server, Data warehouse and Oracle database;
- ii. SQL Server skills including SQL objects development, performance tuning, data analysis and integration;
- iii. Knowledge in Technology such as Azure cloud computing, SQL Server Analysis Services (Tablular/OLAP cubes), Power BI, Excel, Power Query, SharePoint, Office 365;
- iv. Translate business needs to technical specifications;
- v. Design, build and deploy BI solutions;
- vi. Excellent decision making, judgment, analytical and planning skills;
- vii. Excellent communication, team and interpersonal skills;
- viii. Excellent time management and organizing skills.

Specific knowledge:

- ix. Exhibit strong customer service orientation.
- x. Comprehensive knowledge of the operating systems and applications used by the BTS;
- xi. Knowledge of the Business Intelligence technologies and methodologies, data governance, data quality, data assurance, data mining and statistics;
- xii. Ability to perform data profiling to identify and understand anomalies;
- xiii. Knowledge in data transformation and visualization techniques;
- xiv. Comprehensive knowledge of the operations and functions of the BTS;
- xv. Working knowledge of the various tax laws, policies and procedures.
- xvi. in a team-oriented, collaborative environment.
- xvii. Good work ethics.

c. **Working Conditions:**

- xviii. Highly confidential environment;
- xix. Long and irregular working hours;
- xx. High Stress working environment;
- xxi. Travel (10-15%)

3. Reporting Responsibility:

The Business Intelligence Analyst will report to the Information Technology Manager

4. Salary

Government Pay scale 21 of \$34,296 x 1480 – \$62,416 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, 14th September 2021..**



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