



CIRCULAR MEMORANDUM NO. 59 OF 2021

MY REF: STAFF/GEN/2/05/21 (45)

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 – DATABASE ADMINISTRATOR I,
BELIZE TAX SERVICE, MINISTRY OF FINANCE**

DATE: 31st August 2021

Applications are invited from suitably qualified persons to fill two (2) vacant positions of Database Administrator I, Belize Tax Service, Ministry of Finance.

1. Purpose of Position:

The Database Systems Administrator is responsible for technically supporting multiple implemented database systems which support the various implemented applications, whilst ensuring proper management of the newly implemented Integrated Tax Administration System (ITAS). Under general supervision, provides technical expertise in the design, implementation, and maintenance of database management systems. Responsible for Data Security, Disaster Recovery planning and execution for all databases for the Belize Tax Service Department (BTSD).

2. Analysis of Position

I. Key Outputs

- IT systems monitored.
- Database performance maintained at optimal level.
- Database and applications tested and deployed.
- Existing database troubleshoot, debugged, maintained, and improved.
- Database development products researched and recommended for improved performance.
- Documentation of database developed and updated.
- Reports prepared and submitted.

II. Essential Duties and Responsibilities:

- Maintain database ownership and access privileges.
- Perform and test daily backups of critical data on the domain, address requests for data restoration of lost or corrupted data.

- Design, test and document Disaster Recovery Plan and Backup Strategy.
- Design, develop, maintain, and execute disaster recovery systems and services.
- Monitor databases to optimize database performance, resource use, and implementations of databases; address a variety of database integration issues including integration, maintenance/conversion, capacity planning issues, and new applications.
- Maintain and test development and production DBMS environments.
- Monitor and maintain database security and database software, in cooperation with system administrators.
- Advise on troubleshooting, exception processing needs, and other data management issues.
- May evaluate and recommend testing and evaluation of new procedures, software, and hardware.
- Conduct research and make recommendations on database products, services, and protocols in support of data and information management standards.
- Monitor and manage database backups, recovery, logs, and journals; install, maintain, and upgrade database software.
- Create, and maintain various database related technical specification documents such as manuals and handbooks.
- Liaise with software developers and system administrators.
- Design and Implement Database.
- Ensuring that the database and application supported are available 24/7.
- Monitoring or security threats.
- Ensure that required hardware meets database needs.
- Troubleshoot application exception and response time issues.

III. **Performance Standards**

This job is satisfactorily performed when:

- Database and applications are monitored, and the guidelines and user procedures are administered as agreed.
- All database and applications are back-ups and are maintained based on stipulated timelines.
- Security procedures for ICT are monitored according to plans to ensure adherence to standard operating procedures.
- ICT reports generated are accurately and comprehensively prepared in the required format and submitted by the due date.
- Business requirements have been identified and recommendations are clearly linked to organizations strategy and financial goals.
- systems are implemented and managed according to established standards
- Database 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
<p><i>Internal</i></p> <p>Director General & Deputy Director Generals</p> <p>MIS Manager</p> <p>All staff members</p>	<p>To plan and coordinate database optimization and development needs of the Department</p> <p>To provide guidance on the databases and integration</p> <p>To provide continuous training</p>
<p><i>External</i></p> <p>Government Agencies & Third Parties</p> <p>Professional Organizations</p> <p>IT suppliers/vendor</p>	<p>To share information electronically</p> <p>To collaborate on improvements in the administration of taxes</p> <p>To keep abreast of the newest changes in IT</p>

V. **Requirements:**

a. **Qualifications/Experience:**

- i. Bachelor’s Degree in Information Technology, Computer Science, Information Systems, or related field and five (5) years’ experience in database management systems administration and maintenance or a related area, with training or certifications in MYSQL, MCDBA, OCA, ORACLE.

Desirable:

- ii. A Bachelor’s degree in Information Systems, Computer Science, Information Technology, or closely related field and seven (7) years’ experience in database Management systems administration and maintenance.

AND

- iii. Certifications in database management systems (ORACLE, MCDBA, MYSQ)

b. **Skills/Competencies:**

Specific knowledge:

- i. Administration of management information systems.
- ii. Experience as a DBA, developing, modelling, and engineering DB solutions.
- iii. Experience with database engineering practices and some exposure to standard design notations and methods.
- iv. Experience with systems design and development from business requirements analysis through to day-to-day management.

Technical Skills:

- v. Thorough knowledge of database management systems, structures, and techniques.
- vi. Knowledge of current technological developments/trends in area of expertise.
- vii. Ability to interpret data models and to develop database structures.
- viii. Ability to use standard diagramming techniques to design and develop computer data models.
- ix. Ability to implement and troubleshoot programming changes and modifications.
- x. Ability to program, configure, manage, and maintain the operation of complex relational databases.
- xi. Ability to maintain and manipulate large, complex data sets.
- xii. Knowledge of compute and/or network security systems, applications, procedures, and techniques.
- xiii. Knowledge of data integrity methods and techniques.
- xiv. Knowledge of acceptance testing on computer systems, applications, and hardware.
- xv. Ability to instill, maintain modify, and upgrade database software.
- xvi. Ability to provide technical guidance and leadership to professional personnel in area of

- expertise.
- xvii. Ability to write detailed professional technical and non-technical reports.

Behavioral:

- xviii. Strong leadership skills.
- xix. Excellent written, oral and interpersonal communications skills.
- xx. Ability to discharge duties in a fashion that aligns responsibilities with the goals of the department.
- xxi. Highly self-motivated, self-directed, and attentive to detail.
- xxii. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- xxiii. Ability to work in a team driven environment.

c. Working Conditions:

- xxiv. Highly confidential environment
- xxv. Long and irregular working hours
- xxvi. High stress working environment
- xxvii. Travel (10 -15%)

d. Conditions of Service:

- xxviii. The above indicates the general nature and level of work performed by the incumbent. It is not designed to contain, nor should it be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the incumbent.

3. Reporting Responsibility:

The Database Administrator I 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**