



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

SYSTEMS ANALYST

The Central Bank invites qualified individuals to join its Information Technology Department.

The Systems Analyst (SA) is responsible for the development, analysis, implementation, and maintenance of information systems in accordance with the Central Bank's development standards and tools. The SA ensures data confidentiality, integrity, and accuracy. The SA will also implement information systems software packages in support of core organizational functions following established guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Information Systems Development and Implementation:** Implements information systems according to established development standards and methodology.
- **Information Security:** Responds to security alerts and addresses information security infractions and violations; provides preventative and corrective actions.
- **Information Systems Maintenance:** Implements authorized changes to systems in production.
- **Disaster/Recovery:** Implements, tests, and maintains suitable backup and recovery measures for information systems.
- **Maintenance & Support:** Provides support for information systems and utilities, and level one support for system software, security software, data backup systems, and hardware.
- **Database Administration (DBA):** Installs, configures, maintains, secures, and optimizes databases to ensure efficient and reliable data management.
- **Training:** Provides training on application and end-user software.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- Minimum qualification of a bachelor's degree in computer science or a related field from a recognized university. Relevant experience will be considered.

TECHNICAL KNOWLEDGE

- Possesses, applies, and maintains a high degree of knowledge in information technologies to deliver quality work; remains informed of the latest trends and developments in the discipline; knowledge of business and management principles, project management, information auditing, and information security; proficient in diverse software applications and operating systems; experience in DBMS, SQL, backup and recovery, performance tuning, security, scripting, data modelling; demonstrates cross-functional ability and desire for continuous self-improvement.

COMPETENCIES

- Managing Change, Fostering Innovation, Analytical Thinking, Diagnostic Information Gathering, Results Orientation, Flexibility/Adaptability, Conceptual Thinking, Attention to Communication.

Submit the following documents by **Wednesday, 17 January 2025:**

- Central Bank Employment Application Form (available online)
- Curriculum Vitae
- Two Names of Reference (one must be from a previous employer)
- Copies of school transcripts, degrees, and any other personal certificates

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize
Gabourel Lane
Belize City, BELIZE

Ref: Systems Analyst – Information Technology Department

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence)