



EMPLOYMENT OPPORTUNITY

The **Belize Trade and Investment Development Service (BELTRAIDE)** is a statutory body of the Government of Belize mandated to perform functions and duties related to:

- 1) Investment Generation and Business Facilitation & Aftercare
- 2) Trade Promotion and Export Development
- 3) Enterprise Development and Entrepreneurship
- 4) Skills Training & Job Preparedness






BELTRAIDE operates within the portfolio of the **Ministry of Economic Development, Petroleum, Investment, Trade and Commerce**.

BELTRAIDE is seeking the services of a suitably qualified and experienced person for the post of **IT OFFICER** for BELTRAIDE's 2 Technical Units based in Belize City, being the Belize Training & Employment Centre (BTEC) and the Small Business Development Centre, Belize (SBDCBelize). The successful applicant will be responsible for installing and maintaining all computer/electronic hardware, software and networks and also provide trainings, consultations, and recommendations about future planning and modern development of ICT resources.





MAIN RESPONSIBILITIES:

- 1) Manage information technology and computer systems
- 2) Ensure technology is accessible and equipped with current hardware and software
- 3) Monitor and maintain technology to ensure maximum access
- 4) Ensure consistent branding and image

Must have proficient knowledge in the following areas:

-  Computer hardware and software systems with ability to install and administer computer hardware, software and networks Computer programmes,
-  Computer networks, network administration, and network installation
-  Computer troubleshooting
-  Computer viruses and security
-  E-mail and internet programmes



Must demonstrate the following skills:

-  Be proactive and work well alone and as part of a team
-  Excellent oral/written communication skills
-  Efficiently work under pressure (with deadlines) and handle multiple assignments
-  in possession of a valid driver's license

QUALIFICATIONS:

The successful applicant must possess:



-  A minimum of a Bachelor's Degree in Information Technology Systems, or equivalent
-  Minimum of one (1) year in network administration or information technology system management

SALARY:

An attractive package, commensurate with qualifications and experience, is being offered.

APPLICATION PROCESS:

Letters of Application are to be e-mailed to:

Ms. Lejia Melanie Gideon

General Manager

Belize Trade and Investment Development Service (BELTRAIDE)

#14 Orchid Garden

City of Belmopan

Belize

melanie@belizeinvest.org.bz

CC: freda@belizeinvest.org.bz, debbiec@belizeinvest.org.bz and keila@belizeinvest.org.bz

APPLICATION SHOULD INCLUDE:

- a) Proof of educational qualification (copy of certificate of highest educational qualification)
- b) Proof of work experience with two letters of reference, one from a most recent employer

CLOSING DATE & TIME

Applications accepted until **5:00 p.m. on Thursday, July 27th, 2017.**