

STRENGTHENING PUBLIC EXPENDITURE MANAGEMENT IN BELIZE

TERMS OF REFERENCE

Database Administrator II

Central Information Technology Office - Ministry of Finance

April 3, 2024

DUTY STATION: Belmopan City, Belize
PROJECT NUMBER: BL-L1038
Loan No.: 5353/OC-BL
Process ID: BL-L1038-P00082

1 BACKGROUND

The Strengthening Public Expenditure Management Program – SPEM (5353/OC-BL-L1038) is a response to the consolidation efforts to bring public finances back to a sustainable path and create meaningful fiscal space require the adaptation of reforms to reduce inefficiencies in public expenditure, which amounts to 6.3% of GDP at the level of the wage bill, procurement, and transfers, the third highest in the region. To face this challenge the government is committed to implementing a comprehensive fiscal consolidation plan, with a strategy centered on three areas: (i) expenditure reduction (ii) increased revenues; and (iii) debt restructuring.

The general objective is to promote the fiscal sustainability of Belize. The specific objective is to increase the efficiency of public resources by strengthening public financial management. The project is being funded by the Government of Belize and the Inter-American Development Bank (IDB) through a loan of US\$8 million.

The program is comprised of a single component with four subcomponents that will achieve the objective:

- (i) Financial Management, to improve the efficiency of key expenditure functions;
- (ii) Procurement, to improve efficiency by promoting economies of scale and competitiveness among suppliers in the acquisition of all goods and services;
- (iii) Technological Infrastructure, to promote a more sustainable technological infrastructure enabling processes to be more reliable and faster;
- and (iv) Strengthening Capacity Building, to improve institutional capacity for personnel to carry out processes and operate systems efficiently.

2 OBJECTIVE AND SCOPE OF WORK

The Database Administrator II will be responsible for assisting the Database Administrator I in technically supporting multiple implemented database systems(s) which support the various implemented applications. The Database Administrator II will also assist in providing technical expertise in the design, implementation and maintenance of database management systems. Assists in Data Security and Disaster Recovery planning and execution for all database systems.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

Database Maintenance and Security:

- 1) Maintain database ownership and access privileges.
- 2) Perform and test daily backups and data restoration.
- 3) Monitor and maintain database security and software, in cooperation with system administrators.

Performance Optimization and Disaster Recovery:

- 4) Monitor databases to optimize performance and resource use.
- 5) Test and document the Disaster Recovery Plan and Backup Strategy.
- 6) Maintain and execute disaster recovery systems and services.

System Evaluation and Upgrades:

- 7) Evaluate and recommend new procedures, software, and hardware.
- 8) Conduct research on database products and services.
- 9) Install, maintain, and upgrade database software.

Technical Documentation and Support:

- 10) Maintain technical specification documents like manuals and handbooks.
- 11) Troubleshoot application exceptions and response time issues.
- 12) Provide technical guidance on data management issues.

4 QUALIFICATION AND EXPERIENCE

Academic Qualifications

Bachelor's Degree in Computer Information Systems, Computer Science, Information Technology or related field.

Minimum Experience of three (3) years for all listed below (1-7). Experience #8 and #9 will be considered an asset. Note that experience must be clearly demonstrated in application submission.

1. Experience in database administration with knowledge of computer software programming or systems analysis and design.
2. Experience in data modeling, developing, testing, and implementing database solutions on Microsoft SQL Server platforms.
3. Demonstratable familiarity with tools and utilities used for database administration and monitoring.
4. Demonstratable experience in implementing and managing database backup and recovery procedures.
5. Experience in monitoring and optimizing database performance, including indexing, query optimization, and resource utilization.
6. Demonstratable proficiency in scripting languages (e.g. Python, PowerShell, Transact-SQL) to automate routine tasks and administrative processes.

7. Experience in assessing and planning for future storage and performance requirements to ensure scalability.
8. Demonstratable experience in the involvement with at least one (1) database upgrades, migrations or implementation project within the last three (3) years *would be an asset*.
9. Certification in SQL server database management *would be an asset*.

Skills, Knowledge and Abilities

Technical experience:

1. Ability to design efficient and normalized database structures, considering scalability and performance. Strong command of SQL (Structured Query Language) for database querying, and the ability to optimize complex queries for better performance.
2. Experience in implementing and managing database backup and recovery procedures to ensure data integrity and availability. Demonstratable knowledge of database security best practices, including user access management, encryption, and vulnerability assessment. Skills in monitoring and optimizing database performance, including indexing, query optimization, and system resource utilization. Ability to maintain and manipulate large, complex data sets.
3. Demonstratable knowledge of computer and/or network security systems, applications, procedures, and techniques.
4. Knowledge of acceptance testing on computer systems and database applications.
5. Ability to provide technical guidance and leadership to professional personnel in area of expertise.
6. Ability to write detailed professional technical and non-technical reports.

Behavioral:

1. Strong leadership skills.
2. Excellent written, oral, and interpersonal communication skills.
3. Ability to discharge duties in a fashion that aligns responsibilities with the goals of the department.
4. Highly self-motivated, self-directed, and attentive to detail.
5. Ability to effectively prioritize and execute tasks in a high-pressure environment.
6. Ability to work in a team driven environment.

5 REPORTING RESPONSIBILITY

The Database Administrator II will report to the Chief Information Officer (CIO), CITO within the Ministry of Finance

6 SALARY RANGE

\$34 – \$43KBZD per annum

7 Duration of Consultancy

3 Years

8 APPLICATIONS

CRITERIA for SELECTION

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank](#) (GN-2350-15) – individual consultants and is open to all eligible

candidates as defined in the IDB policies. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies. **Only short-listed applicants will be invited for an interview.**

3.1 APPLICATION REQUIREMENTS:

Application should be submitted in one document in English using required template. Template should be requested from tjoseph.ceu@med.gov.bz.