# VACANCY NOTICE

## LEGISLATURE – NATIONAL ASSEMBLY

## POSITION: INFORMATION TECHNOLOGY (IT) TECHNICIAN I

Application are invited from suitable qualified persons to fill one (1) position of **IT Technician I** for the Legislature at the National Assembly.

The National Assembly is the Legislature or Parliament of Belize. It consists of two Houses, that is, the Senate (Upper House) and the House of Representatives (Lower House). The thirty-one (31) Members of the House of Representatives are elected in a general election under the provisions of the Representation of the People Act. Meanwhile, the thirteen (13) Members of the Senate are nominated and appointed by the Governor General of Belize, in accordance with the Constitution of Belize.

The National Assembly Staff (Conditions of Service) Regulations, 2003, define how staff of the National Assembly are governed.

**Basic Purpose of Position:**

To provide general maintenance of computers and computer equipment and for the resolving of identified technical problems. The technician is expected to undertake general tasks which will promote seamless use of IT infrastructure in a work environment.

**1. Essential Duties and Responsibilities**

1. Serving as the first point of contact for IT support within the Office of the Clerk
2. Support staff whenever they encounter challenges with computer devices
3. Assist in installing, configuring, and maintaining software and hardware components of the computer system/CITO network system
4. Maintaining and updating technical documentation regularly
5. Overseeing and assisting in the audio/video recordings of the House/Senate meetings
6. Making software available to appropriate users.
7. Installing, testing and troubleshooting software.
8. Ensuring the anti-virus software is installed, properly configured, regularly updated and working properly on all PC and server stations.
9. Distributing files as required for staff use.
10. Assist in maintaining servers and network hardware.
11. Receiving and setting up hardware.
12. Diagnosing/troubleshooting software/hardware and/or peripheral devices failures.
13. Serves as liaison to software/hardware providers and outside repair services for the purpose of conveying and/or receiving information.
14. Liaising with the designated personnel responsible for keeping the inventory.
15. Maintaining computer peripheral equipment e.g. printers, scanners and projectors.
16. Maintaining wired and wireless networks, desktop and server computers.
17. Providing technical support for hardware and software issues in the office.
18. Assist in Setting up and maintaining backup system for file servers and in-office desktop computers.
19. Prepares a variety of written materials (e.g. procedures, etc.) for the purpose of providing written support and/or conveying information.
20. Responsible for the inventory of original software and drivers.
21. Recommend the procurement of computer parts, supplies and materials for the purpose of ensuring the availability of items commonly required to repair computer hardware.
22. Trains personnel on the operation of new hardware and/or applications for the purpose of developing and/or updating computer skills.
23. Responsible for the Transportation of a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site or bringing equipment in for repairs.
24. Warehouses computer parts, supplies and materials for the purpose of establishing an inventory of items commonly required to repair computer hardware.
25. Responsible for helpdesk and remote assistance.

**2. The Candidate should possess the following qualifications and skills:**

Experience/Skills, Knowledge and Abilities :

Technical:

1. Hands on experience Troubleshooting hardware/software
2. Knowledge of technical environment and network topologies.
3. Knowledgeable of windows operating systems and servers.
4. Experience in installing network cable and patching.
5. Knowledge of security protocols
6. Analytical skills
7. Disaster recovery methods
8. Supervisory skills
9. Keep self abreast of new and changing technologies in related field

Behavioral:

1. Provide clear useful communication when supporting technology
2. Exhibit strong customer service orientation
3. Fast learner
4. Have patience
5. Strong communication skills
6. Interpersonal skills
7. Research skills
8. Ethical skills

Proven work experience in IT support or IT technician roles, in-depth knowledge of Windows and other GOB operating systems, practical experience with internet and network security protocols

**3. Academic Qualification:**

Minimum an Associates Degree in Information Technology, Computer Science or related field with 2-3 years working experience in the field.

**4. Reporting Responsibility:**

The IT Technician I first reporting officer is the Deputy Clerk and the Second reporting officer is The Clerk of the National Assembly

**5. Salary:**

Equivalent to Government's Payscale 14 of $28,637 x 1188 – 51,209 per annum.

**Deadline for applications**

Interested persons who are in possession of the required qualification and experience and have the aptitude for the post of this nature are requested to submit a complete application package which must include a cover letter, curriculum vitae, copies of relevant qualifications, a copy of a recent Police record to **The Clerk, National Assembly, Independence Hill, Belmopan,** no later than **11th February, 2026.**