



GOVERNMENT OF GRENADA

JOB OPPORTUNITY

Business Analyst/ Database Administrator

The Ministry of Finance, Inland Revenue Division is seeking applications for the vacant position of Business Analyst/ Database Administrator. The administrator reports directly to the Assistant Comptroller and is an integral part of the IT Team.

Post Objective

To provide technical support to the IT Unit for the SIGTAS module through the installation and maintenance of computer equipment, carrying out all tasks related to the performance and security of the System, as well as to ensure that suitable programs are developed to facilitate an exchange of information between Customs & Inland Revenue.

Essential Duties and Responsibilities of the position

- Design solutions for the exchange of information between Customs and Inland Revenue
- Installation and maintenance of all computer equipment within the Inland Revenue Division
- Provision of support to the IT Unit of the Inland Revenue Division
- Provide technical assistance for computer problems
- Provide training to new recruits

Minimum Qualifications

Applicants should possess the following:

- Bachelor's Degree in Computer Science or related field
- Broad knowledge of Microsoft Operating Systems, SQL Plus, Oracle, Database Management and basic networking
- A minimum of three (3) years experience with Windows 2003 Server, Microsoft Office Professional and Internet applications.

Skills and abilities:

Applicants should possess a good knowledge of:

- LAN/WANs
- Software applications
- Excellent written and verbal communications skills
- Maintain effective working relations with supervisors and coworkers
- Team player with positive attitude, excellent analytical skills and strong problem solving ability

Responsibilities may require evening and weekend work in response to needs of the system being supported.

Salary: Negotiable and commensurate with qualifications and experience.

All applications should be addressed to:

Comptroller

Inland Revenue Division

Ministry of Finance

Carenage

St. George's

Closing date: July 3rd 2010