



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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20th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Senior Programmer/Systems Administrator (MIS/IT 4)** in the **Information, Communication and Technology (ICT) Unit, Office of the Prime Minister (OPM)**, salary range \$1,644,447 - \$1,954,731 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Manager, Information Systems, the Senior Programmer/Systems Administrator provides high level support to maintain and enhance the Information Technology (IT) needs of the Office of the Prime Minister.

The Senior Programmer/Systems Administrator's role is to plan, organize and execute activities to ensure the stable operation of the Organization's Hardware Platforms and IT Infrastructure, generally. This includes developing, maintaining, supporting and optimizing key areas particularly in Network Infrastructure, Server Infrastructure, Data Communications and Desktop Computing Platforms. He/she will also schedule and direct activities to resolve hardware and software problems in a timely manner.

Key Responsibilities

- Diagnoses hardware and software problems and replaces defective components;
- Installs servers and configures hardware, peripherals, servicers, settings, directories storage;
- Develops and maintains installation and configuration procedures;
- Maintains and administers computer networks and related computing environments, including computer hardware, software and systems software applications;
- Reviews System and Application Logs and verifies completion of scheduled jobs;
- Plans, co-ordinates and implements Network Security measures in order to protect data, software and hardware; maintains Network and System Security;
- Installs and configures new hardware and software;
- Designs, configures and tests computer hardware, networking and operating system software;
- Performs Disaster Recovery Operations;
- Adds, removes or updates user account information and resets passwords;
- Monitors network to ensure security and availability to specific users;
- Monitors network performance in order to determine whether adjustments are required;
- Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes;
- Performs regular security monitoring to identify any possible intrusions;
- Assigns configuration of authentication and authorization of directory services;
- Designs and implements short-term to medium-term plans to ensure infrastructure capacity, meets existing and future requirements;
- Implements and maintains policies, procedures for infrastructure administration and management;
- Codes, tests and troubleshoots programmes utilizing the appropriate hardware, database and programming languages/technology;
- Designs, codes, implements and maintains applications and information systems to meet the needs of the Ministry;
- Configures, installs and maintains domain servers;
- Develops systems including the generation of programming codes and database construction;
- Provides assistance to end-users to develop and maintain simple applications.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good interpersonal and team building skills
- Excellent analytical and problem-solving skills
- Strong customer service orientation
- Excellent project management skills
- Excellent software design process skills
- Strong research skills
- Sound knowledge of E-Governance, E-Commerce, E-Procurement, E-Services
- Sound knowledge of Business Process Reengineering
- Sound knowledge of the Government of Jamaica's (GOJ's) Information Technology practices and procedures
- Ability to demonstrate initiative and creativity
- Excellent networking and relationship-building skills and ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally
- Ability to make sound and logical judgments
- Good understanding of the organization's goals and objectives
- Ability to perform general mathematical calculations for the purpose of creating needs assessments and budgets
- Basic networking and troubleshooting skills (up to A+/Network+ or equivalent)

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science from a recognized tertiary institution;
 - Two (2) years' experience in related field;
- OR**
- Diploma in Computer Science or its equivalent from an accredited institution;
 - Two to three (2-3) years' experience in related field;
- OR**
- Any other combination of training and experience that would be equivalent to the above criteria.


Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd June, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**