



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 151** **OSC Ref. C. 6210/S5<sup>18</sup>**

3<sup>rd</sup> July, 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 **Systems Administrator (MIS/IT 5)** in the **Information and Communications Technology Unit of the Ministry of Foreign Affairs and Foreign Trade**, salary range \$1,856,491 -2,206,784 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Reporting to the Director, Information Communications and Technology, the Systems Administrator is responsible for the effective operations of the Management Information System of the Ministry. The Systems Administrator must maintain an effective, secure, healthy and up-to-date system by reviewing the Technological Environment, giving advice and making appropriate recommendations for the proper maintenance of the equipment and further development of the System.

#### **Key Responsibilities**

##### **Management/ Administrative**

- Collaborates with hardware/software suppliers;
- Attends meetings and events;
- Assists in the implementation of ICT related projects;
- Coordinates technical arrangements in support of all ICT functions carried out by the Unit;
- Manages the allocation of resources to effectively satisfy the information processing requirements of the Ministry;
- Assists with the training and development of staff;
- Researches, evaluates and provides feedback on problems relating to the network infrastructure;
- Resolves hardware/software interface and interoperability problems;
- Maintains Systems configuration;
- Maintains record of requests for action;
- Re-assigns equipment as necessary;
- Arranges for maintenance and repairs to networking equipment;
- Performs related work as assigned.

##### **Databases**

- Analyses and defines data requirements and specifications;
- Designs, creates and manages databases, spreadsheets, forms etc. for Departments within the Ministry;
- Provides technical support to database users.

##### **Internet/ Networking**

- Resolves email and internet problems internally and with service providers;
- Diagnoses and resolves problems in response to reported incidents;
- Ensures the smooth and continuous operations of the Ministry's network;
- Manages accounts, network rights and access to systems and equipment;
- Ensures that users are aware of standard network practices and computer etiquette.

### **Minimum Required Qualification and Experience**

- Knowledge of network infrastructure and operating systems
- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, DHCP and IIS support functions
- Ability to install, configure and troubleshoot Windows 2008/2012/2016 Servers and active directory
- Knowledge and expertise to formulate, develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis.
- Knowledge of in-house platforms such as Windows 2008/2012/2016 Server, Exchange 2010/2013/2016 Server, Microsoft Forefront Threat Management Gateway (Forefront TMG) and McAfee Antivirus Corporate Edition.
- Expertise with network monitoring and analysis tools
- Excellent written and verbal communication skills
- Excellent planning and organizing skills
- Knowledge of current technological development tools especially in the areas of database management
- Good interpersonal relationship building
- Excellent analytical skills

### **Minimum Required Qualification And Experience**

- Bachelor's Degree in Computer Science, Information Systems or equivalent.
- At least five (5) years working experience in an IT development environment.
- Professional certification (MCSA, CCNA) is highly desirable

### **Special Conditions**

- Will be required to work long hours, after hours and on weekends and public holidays when the need arises

Applications accompanied by résumés should be submitted **no later than Thursday, 16<sup>th</sup> July, 2020 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
21 Dominica Drive  
Kingston 5  
E-mail: [hrmassistant@mfaft.gov.jm](mailto:hrmassistant@mfaft.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**