



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 190**

**OSC Ref. C.6528<sup>10</sup>**

5<sup>th</sup> August, 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 following **vacant** posts in the **Ministry of Science, Energy and Technology (MSET)**:

1. **Cyber Incident Specialist (MIS/IT 7)**, in the **Cyber Incident Response Team (CIRT)**, salary range \$2,521,624 – \$2,997,419 per annum and any allowance(s) attached to the post.
2. **Senior Human Resource Officer (Staffing) (GMG/SEG 1)**, in the **Human Resource Management and Development Branch, Corporate Services Division**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

#### **1. Cyber Incident Specialist (MIS/IT 7)**

##### **Job Purpose**

Under the direction of the Director, CIRT, the Cyber Incident Specialist will analyse incidents, monitoring, recording and responding and ensures the coordination of incident response through the varying partners within the cyber security diaspora.

The incumbent will also classify and prioritize events and participates in the effective planning, development and implementation of policy related to the protection of the Government of Jamaica's (GoJ) Information Technology (IT) infrastructure as well as other national Critical IT Infrastructures. The Cyber Incident Specialist is also expected to provide technical response and investigation capabilities in support of the CIRT.

##### **Key Responsibilities**

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

- Plans, executes, assesses and monitors all tasks assigned.
- Mans the helpdesk and raises tickets for all confirmed probable incidents.
- Produces periodic or ad-hoc reports of high quality for every incident, security threat and vulnerability.
- Provides technical advice in support of the GoJ cyber security policy, strategy, guidelines, standards and best practices.
- Assists with the development of standard operating procedures for handling future types of cyber incidents by GoJ Ministries, Departments and Agencies (MDAs) such as guidelines and protocols for the conduct of GoJ's staff.
- Assists with the development of guidelines for the regulation of national IT security industry, contribute to the development of Information Security related policy, strategy, guidelines, standards and best practices within the Public Sector.
- Keeps abreast of evolving cyber threats and utilising his/her skill and knowledge to identify new and more sophisticated approaches to detecting threats.
- Assists with ensuring compliance with GoJ cyber security guidelines, standards and requirements.
- Contributes to the preparation of the Budget and Operational Plan for the CIRT.

###### ***Technical/Professional:***

- Provides technical expertise to support the effective functioning of the CIRT.
- Assists with the identification of the sources of external incidents and propose controls to minimize risk.
- Responds to and investigates computer security incidents using appropriate analysis tools.
- Assists with conducting risk assessment and security analysis on the reported incidents.
- Responds and provides support to the MDAs.

- Assists in developing training modules and technical documentation.
- Conducts knowledge sharing sessions among other technical personnel on lessons learnt or new findings.
- Analyses logs and other digital content of systems.
- Receives and logs tickets from the management system.
- Reviews logs and reports of all devices and endpoints, whether they are under direct control (security tools) or not (workstations, servers, network devices, etc.); interprets the implications of that activity and formulates plans for appropriate and timely resolution.
- Assists in the design and execution of vulnerability assessments, penetration tests and security audits.
- Provides on-call support for end users for all in-place security solutions.

***Human Resource:***

- Attends Department/Ministry staff meetings, as required.
- Performs any other duties assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills.
- Customer and quality focus.
- Good interpersonal skills.
- Good problem solving, decision making, planning, analytical and organizing skills.
- Possess high degree of interest in ICT security related areas.
- Sound knowledge of computer hardware.
- Knowledge of at least two (2) operating systems (UNIX and Windows).
- Knowledge of internet applications.
- Knowledge of security risks, threats and vulnerabilities.
- Excellent knowledge of risk assessments.
- Excellent knowledge of cryptographic technologies.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Sound knowledge of the general operations of the machinery of government.
- Ability to manage limited resources in order to achieve challenging output targets.
- Good records management skills.
- Project management skills.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Information Technology/Computer Science/Information Communication Technology/Engineering– Electronics, Telecommunications/any relevant area from a recognized tertiary institution; plus
- At least five (5) years working experience in a relevant Information Technology field or Cyber Security.
- Professional certification/training in any related field such as Cyber Security Incident Response, Computer Forensics or other area of Information Assurance, CISM, CISA, CISSP/GCIA /GCFA/CEH/CHFI or any related field and working experience in Operations, Cyber Security Incident Response and Systems Administration would be an asset.

**2. Senior Human Resource Officer (Staffing) (GMG/SEG 1)**

**Job Purpose**

The Senior Human Resource Officer (Staffing) is responsible for the administration of established staffing administration procedures and processes for the workforce of the Ministry.

**Key Responsibilities**

***Management/Administration:***

- Contributes to the development of the Human Resource Management Unit Work Plan;
- Prepares Individual Work Plan;
- Represents the Ministry at Human Resource network meetings and other fora;
- Co-ordinates work assignments of direct reports;
- Convenes meetings as necessary;
- Prepares status and other reports.

**Technical/Professional:**

- Ensures requests for operations of posts are submitted to the Ministry of Finance and the Public Service;
- Ensures the maintenance of Staff Lists;
- Prepares submissions to the Human Resource Executive Committee (HREC);
- Conducts post-selection activities (appointment, medical, etc.) ensuring that all relevant Authorities/Agencies are advised of the selection and all necessary documentation completed;
- Assists with the preparation of contracts and gratuity payments;
- Assists with developing Human Resource strategies by reviewing existing policies and procedures and recommends amendments or introduction of new policies;
- Assists in ensuring that all computerized Personnel Records and Systems are maintained securely and accurately;
- Advises staff on Human Resource policies and procedures;
- Liaises with internal and external stakeholders on personnel issues;
- Assists with the co-ordination of orientation sessions;
- Participates in the administration of the Ministry's orientation programme;
- Coordinates and conducts Exit Interviews;
- Coordinates and participates in recruitment and selection:-
  - Prepares and refers advertisements to the Director, Human Resource Management and other significant managers for review and circulates approved documents to the Office of the Services Commission or other medium for appropriate action
  - Prepares and sends letters to all shortlisted applicants and "Offer Letters" to successful candidates
  - Verifies the authenticity of employment documents submitted by candidates
  - Assists with the drafting of case studies or activities for assessment centres
  - Coordinates activities for assessment centres such as ensuring logistics arrangements (meeting room, refreshment, etc.) and participants are properly notified
  - Ensures the preparation of interview kits for members of interview panels
  - Liaises with candidates and informs them of the date and time of interviews as well as provide them with the relevant information to facilitate easy access to the interview
  - Tallies results from interviews and assessment centres and submit the final report to Director, HRM for review and directives on the next steps
  - Prepares letters to request referee reports and follow up with requests
  - Submits requests to the Ministry of National Security (Police Department) for vetting/background checks to be conducted on prospective employees
  - Processes letters of application and referrals received from the Office of the Services Commissions.

**Human Resource**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource Procedures and Policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs any other related duties.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Customer and quality focus
- Good interpersonal skills
- Good problem solving, decision making, planning, analytical and organizing skills
- Goal/result oriented
- Comprehensive knowledge of the Public Service Regulations, Staff Orders, Labour Laws and practices.

**Minimum Required Qualification and Experience**

- Undergraduate Degree in Human Resource Management/Development, Management Studies, Business Administration or related discipline from a recognized tertiary institution; **plus**
- At least two (2) to four (4) years experience in Human Resource Management, working at a middle management level in an organization of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19<sup>th</sup> August, 2020 to:**

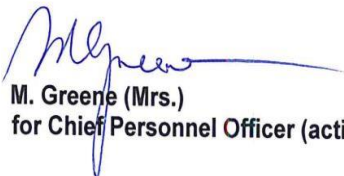
Director,  
Human Resource Management and Development  
Ministry of Science, Energy and Technology  
PCJ Building, 2<sup>nd</sup> Floor  
36 Trafalgar Road  
Kingston 10

Email: [careers@mset.gov.jm](mailto:careers@mset.gov.jm)

Additional details may be viewed on the Ministry's Website: [www.mset.gov.jm](http://www.mset.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.**



M. Greene (Mrs.)  
for Chief Personnel Officer (acting)