



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 251 **OSC Ref. C. 6000⁷**

12th October, 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 two (2) vacant posts of **Website Administrator (MIS/IT 5)** in the **Police National Computer Centre – System Maintenance & Development Unit, Jamaica Constabulary Force**, salary range \$1,856,491-2,206,784 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for the prudent management of all facets of the Jamaica Constabulary Force's Web Sites; providing administrative and technical support in ensuring optimal functionality of a comprehensive range of associated web pages in alignment with established policies and procedures.

Key Responsibilities

Technical/Professional

- Develops and implements concepts, policies, and standards for the secure operation of the Website and Intranet, within overall goals and parameters established by Senior Management of the Organization;
- Designs consistent methodologies for the development of Internet and Intranet resources across the Organization;
- Co-ordinates, integrates, and manages information contributed to the Website and Intranet in keeping with established policies;
- Establishes template formats and logical structures for Web and Intranet pages, as appropriate;
- Provides guidance and assists contributors with editorial and publishing-related issues, as appropriate;
- Identifies training needs, and prepares and delivers Technical Training to contributors and others on the use of authoring language, conversion tools, and other Website/Intranet methods and techniques, as appropriate;
- Performs on-going updates and evaluation of Website/Intranet software and hardware to ensure the continued and future effectiveness and efficiency of the sites;
- Establishes and maintains Website/Intranet directory structures, configuration files, and content files in accordance with established policies;
- Oversees the testing and troubleshooting of Website/Intranet systems and applications software and hardware;
- Evaluates, recommends, and administers Internet search systems and programmes in alignment with the mandate of the Branch;
- Designs interactive authoring language forms to support on-line information exchange;
- Serves on various policy and operating committees and provides technical co-ordination and leadership to other Website/Intranet developers within individual operating units across the Organization;
- Establishes standard for the design, use and management of Websites and implements quality control mechanisms to mitigate risks;
- Collaborates with development teams to discuss, analyze, or resolve usability issues;
- Tracks, compiles, and analyzes Websites and Social Media usage data and reports on activities as deemed necessary;
- Recommends Website improvements, and develops Budget to support recommendations;
- Implements, updates, upgrades and patches in a timely manner to limit loss of service;
- Monitors systems for intrusions or denial of service attacks, and reports security breaches to appropriate authority;
- Installs or configures Web Server software or hardware to ensure that directory structure is well-defined, logical, secure, and that files are named properly;

- Tests issues such as system integration, performance, and system security on a regular schedule or after any major modifications;
- Produces scheduled reports and other reports on activities as directed;
- Ensures that all JCF related Internet and Intranet sites are functional with minimal down time;
- Employs the use of Web Analytic tools to analyze the behaviour of visitors to the site;
- Performs other related functions assigned from time to time by the Manager, Systems Maintenance and Development.

Required Knowledge, Skills and Competencies

- Knowledge of the principles, procedures, and standards of integrated website and intranet structuring and design;
- Knowledge of current alternatives in available website/intranet software and hardware;
- Knowledge and understanding of LINUX and/or related distributed operating systems;
- Knowledge and understanding of electronic filing systems and document archives;
- Knowledge of established programming procedures and programming languages;
- Public speaking and presentation skills;
- Advanced knowledge and understanding of current authoring languages, editing and authoring tools, and related website technologies;
- Good oral and written communication skills
- Customer and quality focus
- Team work, decision making and stewardship.
- Able to interact with many people and multiple interruptions while staying on task

Minimum Required Qualification and Experience

- A Bachelor's Degree in Computer Science from a recognized institution
 - Two (2) years professional experience as a web developer/designer;
- or**
- Associate Degree in Computer Science or its equivalent from an accredited institution
 - Four (4) years' working experience in related field;

Special Conditions Associated with the Job

- Will be required to sit at a desk for long hours, staring at a computer screen and using a keyboard.
- May be required to work beyond regular working hours

Applications accompanied by résumés should be submitted **no later than Monday, 26th October, 2020 to:**

**Senior Director
Human Resource Management & Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5.**

Email: hrbranch@jcf.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**