



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 152
OSC Ref. C. 6544³

6th May, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Technical Support Officer (MIS/IT 3) (Not Vacant)** at the **Houses of Parliament**, salary range \$1,103,782 - \$1,312,050, per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Systems Administrator, the incumbent will assist with effective maintenance of the Information and Communication Technology infrastructure of the Parliament.

Key Responsibilities

Technical/Professional

- Assists in the maintenance of the Houses of Parliament's Website and Intranet;
- Assists with the maintenance of the Network;
- Maintains, installs, configures, troubleshoots and monitors computers and other peripheral devices;
- Maintains and monitors Document Information Systems, processes and procedures;
- Scans documents such as Bills, Acts, Resolutions, Order Papers and Ministry Papers for the Parliament's Website;
- Recommends and implements systems and procedures to secure the Website from hackers and viruses;
- Provides technical support to members of staff and Parliamentarians;
- Assists with the maintenance of the Inventory Database;

Administrative

- Records meetings of the House of Representatives, Senate and Parliamentary Committees;
- Compiles electronic Hansard Verbatim Notes and distributes to the Editing Unit;
- Prepares Individual Work Plans;
- Provides Stenotype Writers with recordings of Parliamentary Committees and sittings of the House and Senate;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Knowledge of computer repairs and software installation
- Knowledge of web design, photo shop, Microsoft enterprise
- Knowledge of Microsoft Office Suite
- Ability to multitask and work on own initiative
- Competency in managing, maintaining, installing and configuring basic network infrastructure

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Engineering, Computer Science or related field from a recognized Tertiary Institution.

OR

- Associate Degree/Diploma in Engineering, Computer Science or related field and one (1) year experience in a similar position.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th May, 2021 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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**