



## 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. 6544<sup>3</sup>**

6<sup>th</sup> 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, 19<sup>th</sup> May, 2021 to:**

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

Email: [clerk@japarliament.gov.jm](mailto: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