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**CIRCULAR No. 354**  
**OSC Ref. C.4761<sup>9</sup>**

**20<sup>th</sup> October, 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 fill/be assigned to the following posts in the **Auditor General's Department**:

1. **Director, Information Security (AUGD/AGS 7) - (Vacant)**, salary range \$3,736,350 - \$4,441,346 per annum and any allowance(s) attached to the post.
2. **Director, ICT Infrastructure (AUGD/AGS 7) - (Vacant)**, salary range \$3,736,350 - \$4,441,346 per annum and any allowance(s) attached to the post.
3. **Network Administrator (AUGD/AGS 6) - (Vacant)**, salary range \$2,937,627 - \$3,491,916 per annum and any allowance(s) attached to the post.
4. **Accounting Technician 1 (Payroll) - (Not-Vacant)**, salary range \$1,074,507 - \$1,277,251 per annum and any allowance(s) attached to the post.

**1. Director, Information Security (AUGD/AGS 7)**

**Job Purpose**

The incumbent is responsible for designing and enforcing policies and procedures that protect the Department's computing infrastructure from all forms of security breaches. She/He will be responsible for identifying vulnerabilities and working with the IT Unit to resolve them, ensuring that the Department's Network and Data remain secure.

**Key Responsibilities**

***Technical/Professional:***

- Implements the Department's day-to-day IT Security Strategy;
- Ensures the Department's ICT compliance and governance framework is adhered to by regularly undertaking Security Audits and Risk Assessments, providing reports and recommendations on findings and implementing enforcement measures;
- Conducts continuous assessment of current IT Security practices and systems and identifies areas for improvement;
- Facilitates the alignment of ICT Security actions with business needs through vigilant monitoring of ICT Security Risks and proactive implementation of contingency and mitigation measures;
- Assists the Chief Information Officer in translating business risk and statutory requirements into an overall IT Security Plan, considering the IT Infrastructure and the nature of the Department's business;
- Advocates for, drafts, and ensures the incorporation of the ICT Security Plan tenets into security policies and procedures and communicates security policies and procedures to stakeholders and users;
- Devises strategies and participates in the roll-out of IT Solutions to minimize the risk of cyberattacks;
- Delivers new security technology approaches and assists in implementing next generation solutions;
- Assists the Chief Information Officer to drive change projects and build new IT capabilities;
- Champions implementing a Business Continuity Plan to ensure continuous service in the event of a security breach, or the activation of a Disaster Recovery Plan or a change programme is introduced;
- Ensures that all users (internal, external and temporary) and their activity on IT systems (business applications, IT environment, system operations, development and maintenance) are uniquely identifiable. This includes:
  - ✓ Enabling user identities via authentication mechanisms

- ✓ Confirming that user access rights to system and data are in line with defined and documented business needs and the job requirements are attached to user identities/profiles
- Ensures that user access rights are requested by relevant management personnel, approved by system owners and implemented by the security-responsible person, using the approved communication channels such as the ICT Helpdesk;
- Maintains user identities and access rights in a central repository;
- Deploys cost-effective technical and procedural measures and keeps them current to establish user identification, implement authentication and enforce access rights;
- Addresses the requesting, establishing, issuing, suspending, modifying, and closing user accounts and related user privileges with user account management procedures. Performs regular management review of all accounts and associated rights;
- Tests and monitors the timely reaccreditation of ICT security so that the Information Security Baseline is maintained;
- Defines and communicates the characteristics of potential security incidents so they can be appropriately classified and treated.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Analytical mind capable of managing numerous information sources and providing data analyses reports to senior management
- Excellent communication skills – providing superb oral and written communication with all stakeholders
- Good time management, planning and organizing skills
- Excellent interpersonal skills
- Ability to adapt to a fast-paced IT landscape and keep pace with the latest security technologies

#### ***Technical:***

- Expert knowledge of international standards and best practice in IT security practices and maintenance
- Thorough knowledge of ICT security technologies and software development principles
- Expert knowledge of data security systems and disaster recovery procedures
- Good understanding of ICT system administration
- Working knowledge of relevant computer applications and systems
- Familiarity with ICT control frameworks
- Knowledge of current technological development/trends

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

- Bachelor of Science Degree in Computer Science, Electrical Engineering or equivalent qualifications from a recognized tertiary institution;
- Five (5) years related experience;
- Certified Information Systems Security Officer (CISSO), Certified Information Systems Security Professional (CISSP) or Certified Information Security Manager (CISM) preferred.

### **Special Conditions Associated with the Job**

- Required to sit at a computer station for long hours;
- Constant exposure to the glare of a computer screen.

## **2. Director, ICT Infrastructure (AUGD/AGS 7)**

### **Job Purpose**

The incumbent is responsible for the day-to-day management of the Department's ICT infrastructure operations. They are responsible for the planning and execution of all:

- Servers, storage and back-up;
- E-mails and directory services;
- Telecommunications services;
- Service operations and support, and their delivery to the Department (ICT and Business).

## **Key Responsibilities**

### ***Policy and Strategic Management:***

- Contributes to the development of the Department's ICT Strategic Plan, Annual Operations Plan and annualised Budget;
- Drafts and rolls out approved ICT policies, procedures, practices, standards and security measures to ensure effective and consistent information processing;
- Submits regular, Ad-hoc, Technical, Performance and Progress Reports;
- Directs infrastructure changes, tracks and monitors adjustments.

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

- Oversees the development of specifications for major infrastructure systems, participates in the procurement bid/evaluation processes and advises on value for money in projects in the area of specialisation;
- Directs the implementation of Infrastructure and Telecommunication projects overseeing the work of consultants and monitoring, evaluating and recommending adjustment to services rendered;
- Re-engineers and tests the efficiency and effectiveness of standard operating procedures within the Section, ensuring that all staff are retooled and compliant with any changes;
- Maintains knowledge of developments in systems and hardware and incorporates new developments into the Department's future systems.

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

- Manages the technical staff's work by facilitating and tracking project status, identifying problems and issues; allocating appropriate resources, and ensuring technical support services are completed on schedule and at the highest level of quality. Assists staff in the delivery of technical services as necessary and appropriate;
- Allocates adequate physical, logical, security and storage to all information systems programs, data and equipment;
- Develops strategies and systems to support all Windows Domain, LAN and PC users; the virtualised environment (VMware), Microsoft Exchange e-mail Infrastructure;
- Conceptualises and implements security controls and risk management systems for the protection of the Department's ICT infrastructure by:
  - ✓ Ensuring the integrity and security of the LAN and WAN servers;
  - ✓ Ensuring daily, weekly and monthly back-ups of all systems and applications;
  - ✓ Ensuring recoverability of data in case of a disaster or corruption of files;
  - ✓ Ensuring uptime of the Department's infrastructure;
  - ✓ Granting or withdrawing access to the Department's domain and the LAN/WAN as required.
- Assists in establishing and maintaining a remote site network to allow staff access to the applications and network resources;
- Supervises the implementation of back-up procedures for the Operating Systems, Systems Software, Application Software and Databases;
- Oversees the assessment of the Department's equipment before deployment and installation, including the installation and maintenance of the Department's telephony infrastructure (VoIP Technology) and PCs and printers in users Units;
- Plans and manages assigned projects to ensure they are completed on time, within Budget, and within scope using project management guidelines. Manages and directs the work of contractors and vendors;
- Implements agile customer service systems to guarantee resolution of help desk issues within the established guidelines;
- Guides the development of training programmes for staff on e-mail and new equipment and productivity tools-conduct or co-ordinates training as required;
- Recommends the acquisition and upgrade of computer hardware/productivity tools and other ICT equipment (Servers, Switches, Routers and LAN/WAN) to ensure items comply with standards, technical specifications, and strategies. Is responsible for adhering to legal licensing requirements;
- Integrates state of the art telecommunication and computer hardware into existing and proposed network configurations and information system.

### ***Human Resource:***

- Participates in employee engagement, disciplinary and talent management activities;
- Promotes harmonious working relations and builds staff's performance through Human Resource Management activities such as opportunities for skills transfer, establishing performance targets/standards, monitoring performance, providing feedback, and initiating corrective action, as necessary;
- Keeps staff abreast of adjustments and new developments regarding policies, procedures, strategies, service standard requirements and other pertinent matters impacting their contribution towards the Department's goals, productivity and

- personal/staff and customer satisfaction;
- Manages subordinates' work through practical objective setting, delegation and communication; agrees on goals and performance targets with subordinates and conducts interim and annual performance appraisals;
- Assesses staff training requirements regularly and ensures structured programs and on-the-job coaching to develop required skills and knowledge.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Solution-oriented
- Excellent time management, planning and organizing skills
- Excellent interpersonal skills, including handling conflict, negotiating and providing coaching and counselling
- Sound customer orientation skills
- Sound judgement, analytical, planning, decision-making and problem-solving skills
- Proven demonstration of integrity and confidentiality
- Ability to work individually and in a team
- Demonstrable flexibility with the ability to attend to competing priorities effectively
- Excellent oral and written communication skills

#### ***Technical:***

- Working knowledge of project management principles and practices
- Working familiarity with ICT control frameworks
- Knowledge of computer operating systems (e.g. Windows Server, Windows 10, Linux) and other systems.
- Expert knowledge of network systems, including TCP/IP standards and techniques, routers, firewalls and other ICT infrastructure
- Sound knowledge of computer and network operations, running a data centre to provide ICT services. Useful knowledge of international best practice in ICT technical management
- Sound knowledge of relevant computer applications and systems

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

- Bachelor of Science Degree in Computer Science, Information Technology or equivalent;
  - Diploma in Management;
  - Five (5) years related experience at the professional level, two (2) years of which should be in a management post in a related field;
- OR**
- Master of Science Degree in Management Information Systems, Computer Science or equivalent qualifications;
  - Two (2) years in a senior management position/technical experience in a similar position.

### **Special Conditions Associated with the Job**

- Frequently works long hours, as well as on public holidays and weekends;
- Frequent exposure to frigid temperatures;
- On twenty-four (24) hour call due to the nature of the job;
- Required to respond promptly to emergency calls/situation at short notice, particularly during the night;
- An occasional change of task due to time pressure and emergencies necessitate the performance of multiple tasks simultaneously;
- Exposure to electrical hazards;
- Light physical exertion – ability to lift up to 50 lbs;
- Will be required to walk, sit or stand for extended hours.

## **3. Network Administrator (AUGD/AGS 6)**

### **Job Purpose**

The incumbent is responsible for maintaining a reliable, secure and efficient data communications network. The ideal candidate must be able to deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation.

## **Key Responsibilities**

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

- Participates in the design and planning of the infrastructure to support new applications and technologies, and thereafter plays a key role in the maintenance of such tools;
- Administers the network on a daily basis, including system stability, integrity and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Ensures network backup integrity and recovery co-ordination along with disaster preparedness planning;
- Identifies and rapidly fixes any network devices in response to newly identified security threats;
- Assists with the rollout of PCs, including providing assistance in software and hardware upgrade planning;
- Provides end user support by assisting staff and users in problem resolution relating to hardware, software, and communication issues;
- Provided documentation of Network Systems, operational procedures, network topology and hardware inventory;
- Performs any other related duties that may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

- Sound knowledge of relevant computer applications and systems
- Ability to perform typical advanced server and network administration skills
- Sound knowledge of user administration, firewall, Virtual Private Network (VPN) and Router configuration and Windows 10
- Sound knowledge of WAN and LAN connectivity and communication protocols
- (TCP/IP) essential
- Sound knowledge of VMware, Domain Controllers and VOIP Systems
- Sound knowledge of Windows Server 2016 Datacentre environment – including Active Directory, DNS, DHCP and group policies
- Sound oral and written communication skills
- Sound organizing skills
- Sound decision-making and problem-solving skills

## **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Information Technology;
- Three (3) years related experience;
- CompTIA Network+ or Cisco CCNA Routing and Switching.

## **Special Conditions Associated with the Job**

- Required to sit at a computer station for long hours;
- Constant exposure to the glare of a computer screen.

## **4. Accounting Technician 1 (Payroll)**

### **Job Purpose**

The incumbent will accurately prepare the monthly and fortnightly salaries in keeping with established procedures and regulations within the stipulated time-frame.

## **Key Responsibilities**

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

- Prepares and disburses fortnightly and monthly salary and deductions;
- Maintains fortnightly and monthly salary earning and salary deductions Registers;
- Prepares Journal Vouchers for fortnightly and monthly salary payment; Prepares all relevant salary particulars (P24, P45, salary-leaving and Pension Particulars) requested for employees;
- Clears salaries paid in advance;
- Prepares salaries reports for the Ministry of Finance and the Public Service;

- Liaises with eGov and other financial institutions re salary information;
- Prepares Annual Increment listing for HR;
- Responds to queries and provide information in relation to salaries and deductions;
- Posts and allocates warrant funds on FINMAN System;
- Ensures that all statutory deductions and other authorised deductions are made and paid over promptly. Ensures that salary deduction cheques are printed for the correct amount and payee and dispatched to cashier for issue on payday;
- Performs any other related duties that may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good interpersonal skills
- Good organizing skills
- Proficiency in the use of the FinMan and Bizpay

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

- AAT Level 1; **or**
- ACCA - CAT Level 1; **or**
- Certificate in Public Administration; **or**
- Certificate in Management Studies; **or**
- Certificate in Accounting from a recognized University; **or**
- Government Accounting Level 1 Modules 1-5; **or**
- Completion of first year B.Sc. degree in Accounting/Management Studies from a recognized University; **or**
- Associate Degree in Accounts/Management Studies from a recognised University.

#### **Special Condition Associated with the Job**

- May be required to retrieve files from dusty and/or musty storage areas to enable completion of information that is requested from time to time.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> November, 2021 to:**

**Senior Director (Acting), Human Resource and Administration  
Auditor General's Department  
40 Knutsford Boulevard  
Kingston 5**

Email: [personnel@auditorgeneral.gov.jm](mailto:personnel@auditorgeneral.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**