



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 353

OSC Ref. C. 5851²⁰

19th August, 2022

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 **vacant post of System Administrator (MIS/IT 3)** in the **St. Joseph's Teachers College (SJTC)**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.

Job Purpose

The job of the System Administrator essentially involves the application of knowledge of information technology, information technology techniques and principles to the development or maintenance of Information Systems. It includes co-ordinating the overall development and maintenance of computer systems and computing services.

Key Responsibilities

- Maintains and upgrades of SJTC ICT's Systems;
- Services of all computer systems:
 - ✓ Cleaning – peripherals and internal components of the systems
 - ✓ Software upgrade – where necessary
 - ✓ Hardware upgrades - where necessary
- Troubleshoots different computer issues with efficiency;
- Installs appropriate Security Software/Hardware to save guard the College's Networks from both internal and external attacks;
- Creates, develops, and maintains Website;
- Monitors and updates the College's Social Media Pages;
- Provides technical support to the SJTC community, on-site, phone or email;
- Adds, edits or deletes user accounts for both Active Directory and Email users;
- Manages the College's Students Database System and Learning Management System;
- Provides Help Desk services to/for all staff and students for the Student's Database System, Learning Management System and Accounting Systems;
- Creates and monitors online meetings;
- Determines of system role for all levels of staff and students;
- Moves and installs ICT equipment (e.g. computer system, projector, projector screen);
- Manages DNS and DHCP services on the College Networks;
- Ensures reliable and consistent Network services on all College Servers;
- Data backup of all servers;
- Participates in ICT research, workshops and seminars that will influence better management of the College's ICT Systems.

Required Knowledge, Skills and Competencies

- Expertise in the support and administration of Windows Servers and Client O/S with specific emphasis on Active Directory and Group Policies
- A keen knowledge of supporting a multi-domain environment
- A strong and sound knowledge of deploying wireless connectivity to mobile devices
- Good presentation and communication skills, both written and verbal
- Willingness to work beyond normal operating hours
- Team-oriented and self-motivated

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or equivalent industry certification;
- Three (3) years' experience in a similar position.

Special Conditions Associated with the Job

- Must be available to maintain the system at all times, which sometimes includes working outside of office hours.

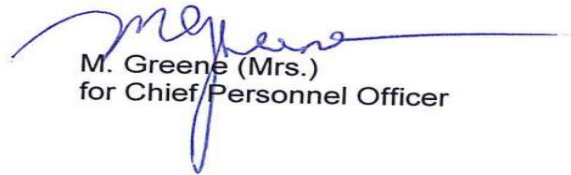
Applications accompanied by résumés should be submitted **no later than Thursday, 1st September, 2022 to:**

The Chairman of the Board of Directors
c/o The Principals
St. Joseph's Teachers' College
16 Old Hope Road
Kingston 5

Email us at: info@sjtc.edu.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