CIRCULAR No. 336   **10th August, 2022**
OSC Ref. C.4857[17]

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 **Systems Administrator (MIS/IT 4)**, in the **Ministry of Transport and Mining**, salary range $1,710,225 – $2,032,920 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent under the general direction of the Network Manager will be responsible for administering the network system(s) of the Ministry to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

Key Responsibilities

- Maintains systems performance, stability, integrity, security and troubleshooting for LAN and WAN;
- Performs hardware and software upgrades to Network Servers including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Plans, co-ordinates, and implements network security measures in order to protect data, software, and hardware;
- Configures and tests computer hardware, networking software and operating systems software;
- Recommends changes to improve systems and network configurations and determine hardware or software requirements related to such changes;
- Makes recommendations to the Network Manager about recommended software and hardware the Ministry should invest in;
- Provides end user support including problem resolutions relating to hardware, software, and communication issues;
- Performs data backups and disaster recovery operations;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine network startup and shutdown procedures, and maintains Control Records;
- Monitors Desktop Computer Systems (hardware/software) to determine compliance with the operating environment standards;
- Maintains an acting directory services;
- Maintains Microsoft Office 365 services;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Performs miscellaneous job-related duties as assigned;
- Performs other related duties that may from time to time be assigned

Required Knowledge, Skills and Competencies

Technical:

- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS, DHCP and IIS support functions
- Ability to install, configure and troubleshoot Windows 2000/2003 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis.
- Knowledge of in-house platforms such as Windows 2000/2003 Server, Exchange 2000/2003 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition.

- Must be able to communicate with and understand the requirements of professional staff in area of specialty
- Ability to manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Maintains an active directory services
- Maintains a patch system
- Analyses system logs
- Knowledge of current technological developments in area of work

Core:

- Ability to use initiative
- Excellent problem solving skills and analytical skills
- Good oral and written communication skills
- Teamwork and cooperation
- Technical skills

Minimum Required Qualification and Experience

- Bachelor's Degree or Equivalent in Software Development or related field or equivalent qualifications from a recognized tertiary institution;
- Two (2) years of experience in related field.
- Professional certification (CCNAA) in computer networking is highly desirable.

OR

- Diploma in Computer Science or related discipline from an accredited tertiary level institution;
- Three (3) year's working experience in the relate field;
- Professional certification (CCNAA) in computer networking is highly desirable.
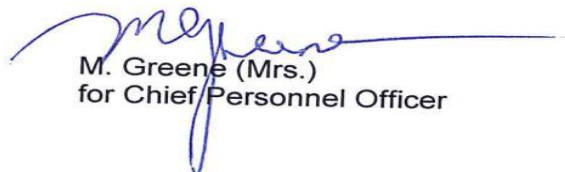
Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd August, 2022 to:**

Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10

Email: hr@mtw.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.

M. Greene (Mrs.)
for Chief Personnel Officer