



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 395 **OSC Ref. C.6555¹⁴**

15th September, 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 **Systems Administrator (MIS/IT 3)** in the **Human Resource Management and Administration Unit, Office of the Supervisor of Insolvency**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director of Human Resource Management and Administration, the Systems Administrator is responsible for supporting, troubleshooting and maintaining the Local Area Network (LAN) and Wide Area Network (WAN) located within the Office of the Supervisor of Insolvency and Office of the Government Trustee. Ensuring that there is an efficient, robust and reliable network throughout the office, by troubleshooting, diagnosing and repairing malfunctioning IT equipment and providing Help Desk assistance to staff as well as ensuring the effective supply and operation of software applications and services.

Key Responsibilities

Technical/Professional:

- Troubleshoots and resolves problems with IT equipment for the Offices of the Supervisor of Insolvency and Government Trustee (OSIGT);
- Researches and maintains knowledge of current hardware/software technologies for network equipment;
- Configures and manages user accounts, groups, access policy and permissions for shared network resources;
- Configures and manages network switches, routers and other related equipment;
- Maintains an inventory of the network equipment of the Offices;
- Maintains documentation of network configurations and equipment deployed throughout the Offices;
- Installs and configures the computer network;
- Conducts Risk Assessments to identify user vulnerabilities and make recommendations for mitigation/elimination of identified risks;
- Manages distribution of static and dynamic IP addresses;
- Installs network and server operating systems and other systems software;
- Manages windows active directory computer domain;
- Monitors and analyzes network usage and performance to effect load balancing and configurations that will enable optimization;
- Implements network parameters to ensure highest security;
- Provides advice in the planning, designing and implementation of network solutions to improve overall efficiency and robustness of LAN/WAN as well as to accommodate the growing information processing needs of the Offices;
- Liaises with contractors in the implementation of the network (cabling and electronics);
- Interfaces with external telecommunications service providers to solve communication and network related issues;
- Establishes connectivity for users to the (Ministry) network and services such as the Intranet and Internet;
- Researches and maintains knowledge of current hardware/software technologies for desktop computers, servers, network topology and infrastructure;
- Installs antivirus, client applications, operating system software on computers as needed;
- Develop a IT Disaster Recovery Plan;
- Attends meetings where necessary;
- Maintains the Office Website;
- Performs any other related duties that may be assigned from time to time by the Director of Human Resource Management and Administration.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent analytical and problem-solving skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- Sound judgment and strong initiative

Special Knowledge:

- Telecommunication/Network Management
- Extensive knowledge of network protocols, OSI model, bandwidth, VLANs, Firewalls, Remote Access and Network Security
- Ability to maintain a high level of integrity

Minimum Required Qualification and Experience

- A Bachelor's Degree in Information Technology or Computer Science or equivalent qualification from an accredited tertiary institution and one (1) year working experience in a similar position.

OR

- Associate Degree/ Diploma in Information Technology, Computer Science or related field and two (2) years working experience in a similar position;
- Cisco Certified Network Associate (CCNA) and/or Microsoft Certified Solutions Associate (MCSA) certification would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 27th September, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**