



CIRCULAR No. 472
OSC Ref. C.5851²⁰

4th November, 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 be assigned to the post of **Systems Administrator (MIS/IT 4) - (Not Vacant)** during the period **December 1, 2022 to October 31, 2023** in the **Information Network Systems, National Library of Jamaica**, salary range \$1,710,225 - \$2,032,920 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Information Systems Manager, the Systems Administrator is responsible for the implementation and maintenance of information systems in support of the Library's operations and services.

Key Responsibilities

Technical:

- Installs and configures servers and network devices;
- Monitors the health, security and logs of hardware/software to ensure availability and taking proactive/preventative measures regularly;
- Installs and maintains the Library Management System (LMS);
- Develops technical specifications for the procurement and repair of IT equipment and software;
- Identifies and evaluates the impact of proposed or requested major changes to existing application systems and makes recommendation for appropriate action;
- Conducts analyses of hardware/software issues and recommends solutions;
- Designs software applications in response to the Library's needs;
- Installs and debugs new or upgrade software ensuring compliance with licenses, design and programmes;
- Performs selective quality assurance checks on data residing in information systems; Carries out maintenance and design procedures for preserving data integrity;
- Performs data re-organization, backups and monitors database security;
- Responds to and address users' issues escalated from the Helpdesk; troubleshoots user and system problems and effects the necessary corrective actions, liaises with external service providers where necessary to ensure timely resolution of issues;
- Delivers training programmes for users on the use of new operating systems, applications and databases;
- Installs and configures servers and network devices;
- Installs, configures, upgrades and maintains the Library Management System (LMS);
- Documents issues/problems and resolutions related to the maintaining of software for future reference;
- Keeps abreast of development, trends and issues in areas of responsibility; Prepares Monthly Progress Reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Information Communication Technology
- Data Management
- Records Management
- Good leadership skills
- Excellent analytical and problem-solving skills
- Knowledge of system analysis and programming

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology or related field;
- Three (3) years working experience in a networking environment;
- Experience with configuring and maintaining local area network (LAN) and other network devices;
- Experience with Installation and maintenance of Servers and IT related equipment;
- Experience with administration in Windows and LINUX environment.

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours, to include weekends.

Applications accompanied by résumés should be submitted **no later than Thursday, 17th November, 2022, to:**

Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston

Email: nljhrm@nlj.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