OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 45   **26th January, 2023**
OSC Ref. C.6499[10]

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 **Network Administrator (MIS/IT 5)** in the **Management Information Systems Division, Department of Correctional Services**, salary range $3,332,803 – $4,482,249 per annum.

Job Purpose

Reporting to the Director, Management Information Systems, the incumbent will design, develop and implement network solutions that allow for the seamless flow of information, communication and data within the Department of Correctional Services.

Key Responsibilities

The duties and responsibilities include but are not limited to the following:
- Designs, develops and implements network solution in accordance with specifications agreed upon with the Director of Information Technology;
- Installs, configures, tests and troubleshoots network infrastructure equipment, including Server boxes, switches, routes, firewalls, cables, etc.;
- Installs, configures, tests and troubleshoots networking platform(s);
- Installs, configures, tests and troubleshoots Active Directory, Network services and protocols, including DHCP, DNS, TCP/IP, RIP, etc.;
- Collaborates with the Systems Administrator to deploy centralized email solutions;
- Conducts research into new IT products and make recommendations to the Director, IT;
- Researches and proposes solutions to link the Department (all its Units);
- Maintains currency of knowledge with respect of relevant state-of-the-art technology, equipment and/or systems;
- Carries out network infrastructure and platform upgrades;
- Provides technical support to the Systems Administrator.

Required Knowledge, Skills and Competencies

- Knowledge of current technological development
- Strong network design, development and implementation skills
- Strong knowledge of popular network services and protocols - DHCP, DNS, TCP/IP, RIP
- Proven experience in network platform installation, configuration and testing
- Strong network analysis skills
- Ability to communicate with and understand the requirements of professional staff in area of specialty

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution, plus two to three (2-3) years' experience in the related field;
                                    or
- Diploma in Computer Studies or equivalent plus three (3) years' experience in related area;
- Professional certification (MCSE, CCNA) in computer networking is highly desirable.

- Experience/Knowledge of in-house platforms.

Special Conditions Associated with the Job

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Exposure to high-risk environment within Correctional Facilities and their environs.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th February, 2023 to:**

> **Senior Director**
> **Human Resource Management and Administration**
> **Department of Correctional Services**
> **2nd Floor**
> **5-7 King Street**
> **Kingston**

> **Email: jobpostings@dcs.gov.jm**

Please note that only short-listed 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