



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 34** **OSC Ref. C. 6608<sup>9</sup>**

20<sup>th</sup> January, 2023

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 **Institute of Jamaica**, salary range \$3,332,803 - \$4,482,249 per annum.

#### **Job Purpose**

To design, configure, install, administer and maintain wide and local area networks (WAN/LAN) and related computer and network devices for optimum performance and security across the Organization

#### **Key Responsibilities**

- Installs and configures all computer, peripheral and network equipment;
- Manages and maintains access and availability of the Local Area Network and Wide Area Network;
- Installs, configures and tests software on servers and workstations;
- Provides information technology support, consultation and training for IOJ projects;
- Provides technical and customer support to network users;
- Maintains security of network by running antivirus software, deleting old/unused files, securing equipment to its location;
- Troubleshoots computer hardware and software problems;
- Performs backup and recovery of all servers and files;
- Administers the Virtual Private Server for IOJ web hosting;
- Administers, updates and maintains IOJ Virtual Museum and provide technical support to Virtual Exhibition Project Team;
- Monitors internet bandwidth usage, ensure secured Wi-Fi access to IOJ networks;
- Maintains network, including printers, Wi-Fi access devices at off-site locations;
- Provides technical support for all IOJ's computer labs and libraries.

#### **Required Knowledge, Skills and Competencies**

##### **Core:**

- Excellent oral and written communication skills
- Teamwork and co-operation
- Customer and Quality Focus

##### **Technical:**

- Good knowledge of Windows server 2003, 2008 r2, 2012 r2 and 2016 r2, Linux and open source solutions
- Good knowledge of HTML, HTML5, ASP/NET, PERL, JAVA, PHP programming
- Excellent problem-solving and analytical skills
- Good time management and organization skills
- Significant knowledge of or experience in local and wide area networks (LAN/WAN) architecture and enterprise-wide anti-virus software

#### **Minimum Required Education and Experience**

- Bachelor's Degree in Computer Science or Computer Architecture;
- Preferably Microsoft Certified Systems Engineer;
- Three (3) years' experience with Microsoft based network systems, Windows Server 2003, 2008 and 2008 r2, 2012 r2 and 2016 r2. Operating Systems: Windows XP, Vista and Windows 7, 8.1 and 10. Microsoft Office Suite (2007 - 2012), Apple technologies and OS and interactive online solutions.

Applications accompanied by résumés should be submitted **no later Thursday, 2<sup>nd</sup> February, 2023 to:**

Director  
Human Resource Development and Management  
Institute of Jamaica  
10 -16 East Street Kingston

Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.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