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17th March, 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 Manager (MIS/IT 6)** in the **Ministry of Transport and Mining**, salary range \$4,060,697 - \$5,461,186 per annum.

Job Purpose

The incumbent under the general direction of the Director, Information, Communication and Technology is responsible for managing the Ministry's LAN and WAN to ensure adequate availability of computing resources, smooth transfer of information, security of data and availability and access to productivity tools that allow users to do their job effectively.

Key Responsibilities

Management/Administrative:

- Represents the Organization at meetings, conferences and other functions related to ICT;
- Manages the staff of the Network Section to ensure that support is available to staff throughout the working hours;
- Participates as a member of the Management Team in planning, problem resolution and reviewing Department's performance;
- Provides guidance to the Director of Information Management and Managers on matters relating to ICT;
- Contributes to the preparation of the Department's budget and other administrative functions.

Technical/Professional:

- Designs a wide area network (WAN) linking the Ministry and its Agencies and Portfolio Entities to allow for the sharing of resources and services, including data, voice, security and personnel;
- Designs and implements SAN (Storage Area Network) infrastructure and consolidating;
- Designs, implements and manages virtual infrastructure utilizing full capacity of server hardware;
- Plans and directs the implementation of network infrastructure systems in the Ministry and its dependent Agencies;
- Leads the design/re-design, development and implementation of all network infrastructure projects;
- Implements and manages enterprise firewall solutions to support a more complex and robust network infrastructure;
- Plans, manages and participates in the installation and configuration of network devices including server boxes, operating systems, server software, routers, switches, firewalls, printers etc.;
- Designs and configures network infrastructure services including TCP/IP, DNS, DHCP, etc.;
- Researches and recommends new ICT technologies and services to improve and optimize the Ministry's Network Systems;
- Designs, develops and implements a comprehensive Disaster Recovery Plan and Strategies incorporating data and systems configuration backup, redundant devices and a test lab;
- Manages VOIP Infrastructure, including adding and reconfiguring IP phones, configuring pick up groups and access control and backup of Call Manager System;
- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Evaluates the Ministry's network systems against established Industry benchmarks for performance, security, stability etc. and plans and implements the improvements of the systems, where necessary;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems and strategies to protect the Ministry's ICT network and data from viruses, external intrusion and internal/unintentional harm;
- Manages the use of key equipment, such as photocopiers and printers, to prevent abuse;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies procedures and regulations of the Directorate and the Ministry.

Required Knowledge, Skills and Competencies

- Knowledge and expertise to design, develop and implement LAN and WAN solutions
- Ability to install and configure 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
- Expert knowledge of in-house platforms such as Windows 2000/2003 Server, Exchange 2000/2003 Server, ISA 2004 Server
- Expert knowledge of networking services/protocol, such as TCP/IP, DNS, DHCP
- Expert knowledge of interconnecting Cisco networking devices such as routers, switches, firewalls
- Knowledge of SAN infrastructure – Fibre Channel/ISCSI
- Knowledge and expertise to design, implement and manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Knowledge of current technological developments
- Expertise in tools of the trade

Minimum Required Qualification and Experience

- Bachelor of Science Degree in an ICT Discipline;
- Three (3) years' experience in related field;
- Professional certification (**MCSE, CCNA**) in computer networking is highly desirable.

Applications accompanied by résumés should be submitted **no later than Thursday, 30th March, 2023 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**