**OFFICE OF THE SERVICES COMMISSIONS**
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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**CIRCULAR No.187**
**OSC Ref. C. 6495[3]**

28th **April, 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 be assigned to post of **ICT Support Officer (MIS/IT 4) (Band 7) – (Vacant)** in the **Institute of Forensic Science & Legal Medicine**, salary range $3,094,839 – $4,162,214 per annum.

## Job Purpose

To administer the network system(s) of the Institute to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

## Key Responsibilities

### Management\Administration:
- Participates in meetings;
- Contributes to development of Strategic/Operational Plans and Budget;
- Develops Individual Work Plan.

### Technical:
- Performs Daily administration of the LAN and WAN including system performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Implements network security measures in order to protect data, software, and hardware.
- Identifies and fixes any network devices, in response to newly identified security threats;
- Plans the upgrade of hardware and software, and the general execution of desktop PC rollouts;
- Configures, and tests computer hardware, VOIP, networking software and operating system software;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;
- Performs miscellaneous job-related duties as assigned.

## Required Knowledge, Skills, and Competencies

### Core:
- Good Oral Communication
- Good Problem Solving Skills
- Team work and Co-operation
- Ability to work on own Initiative

### Functional/Technical:
- Ability to perform typical advanced server and network administration
- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS, DHCP and IIS support functions.
- Ability to install, configure and troubleshoot Windows 2003/2008 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Knowledge of in-house platforms such as Windows 2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server, and Symantec Antivirus Corporate Edition.

**Minimum Required Qualification and Experience**

- Bachelor's degree or equivalent in an ICT related discipline with two (2) years proven working experience in computer networking;

    **OR**

- Professional certification in computer networking (MCSA, CCNA) with one (1) year working experience.


Applications accompanied by résumés should be submitted **no later than Thursday, 11ᵗʰ May, 2023 to:**

> **Director, Human Resource and Welfare Management (Acting)**
> **Institute of Forensic Science & Legal Medicine**
> **2½ Hope Boulevard 2 Oxford Road**
> **Kingston 5**

> **Email:** vacancies@ifslmja.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