



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 389**  
**OSC Ref. C.6655**

**28<sup>th</sup> September, 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 **Systems Administrator (MIS/IT 4)** in the **Corporate Services Department, Independent Commission of Investigations (INDECOM) - (Headquarters)**, salary range \$3,094,839 - \$4,162,214 per annum.

**Job Purpose**

To carry out all the necessary functions to ensure systems availability and efficiency with regards to the performance of system hardware in all three Regions.

**Key Responsibilities**

- Manages the Commission's computer systems, networks, and servers to ensure optimal performance, availability, and security;
- Installs, configures, and maintains hardware and software components, including servers, workstations, routers, switches, firewalls, and other network devices;
- Monitors system performance, troubleshooting issues, and implementing necessary adjustments or upgrades to ensure efficient operation;
- Responds to, and resolving system and network incidents/technical issues in a timely manner;
- Creates and maintains technical documentation, including system configurations, procedures, and user guides.

**Required knowledge, Skills and Competencies**

**Core**

- Excellent interpersonal and management skills;
- Good oral, written communication and presentation skills;
- Detail oriented, excellent planning and organization skills and ability to learn quickly;
- Ability to use independent judgement and discretion;
- Comprehensive knowledge of cyber security risks and information security standards;
- Comprehensive knowledge in computer systems operation, hardware support and maintenance, and computer architecture;
- Ability to lead training sessions and workshops with persons of all levels;
- Ability to work well under pressure and manage sensitive and confidential information;
- Ability to conduct role with integrity and high professional ethics.

**Minimum Required Qualification and Experience**

- Undergraduate Degree in Computer Science, Information Technology, IT Security or related discipline;
- A minimum three (3) years' working experience in computer networks and systems maintenance;
- Comprehensive knowledge in computer systems operation, hardware support and maintenance, and computer architecture;
- Must own and operate a reliable motor vehicle.

**Special Conditions Associated with the Job**

- Travel locally or overseas

Applications accompanied by résumés should be submitted via email no later than Wednesday, 11<sup>th</sup> October, 2023 to:

[hrd@indecom.gov.jm](mailto:hrd@indecom.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.

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right.

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