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(Central Government)
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CIRCULAR No. 94   **19th February, 2024**
OSC Ref. C.6664

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 5)** in the **Ministry of Legal and Constitutional Affairs (MLCA)**, salary range $3,770,761 - $5,071,254 per annum.

Job Purpose

Under the leadership and direction of the Director, Information and Communication Technology, the Network Manager is responsible for maintaining the Ministry of Legal and Constitutional Affairs (MLCA) and its Subjects' computer networks and ICT equipment and solving any problems that may occur on them. The duties include:

- Installing and configuring computer networks and systems; and
- Monitoring computer networks, systems and devices to identify how performance can be improved.

Key Responsibilities

Technical/Professional:

- Participates in the development, implementation and maintenance of policies and procedures for Network Administration;
- Supports major cross-section of Networking Systems (e.g., Remote Access Systems Architecture, Network Core, Building and Departmental Networks, Wide Area Connectivity);
- Contributes to the design and deployment of the Organisation's LANs, WANs and Wireless Networks, including Servers, Routers, Switches, UPSs and other Hardware;
- Maintains Hardware Asset Register detailing ICT equipment used by the MLCA and Subjects and identifies analyzes and manages associated information risks;
- Conducts research on Network products, services, protocols and standards to remain abreast of developments in the Networking Industry;
- Interacts with vendors, outsourcers and contractors to secure Network products and services;
- Configures Networks to ensure their smooth and reliable operation for fulfilling business objectives and processes;
- Monitors Network performance and troubleshoots problem areas as required;
- Installs and tests networking hardware and software products/solutions and other peripheral devices;
- Creates and maintains documentation as it relates to Network configuration, Network mapping, processes and service records;
- Provides assistance to other ICT Teams in troubleshooting problems relating to products/solutions;
- Ensures Network connectivity of all servers, workstations, telephony equipment, fax machines and other Network appliances;
- Practices Network Asset Management, including maintenance of Network component inventory and related documentation and technical specifications information;
- Monitors and tests Network performance and provides Network Performance Statistics and Reports;
- Participates in managing all Network security solutions;
- Maintains awareness of latest cyber-security threats and confers/escalates to the Director, ICT, on matters of concern;
- Collects and analyzes operational data to identify emerging trends and logs problem records to assist with problem resolution and increased Network availability;
- Collaborates with key internal stakeholders (management and line staff) to assess near and long-term Network capacity needs;
- Keeps abreast of changes and new developments in ICT Systems Networking and provides evidence-based recommendations.

Management/Administrative:
- Develops Individual Work Plans based on alignment to the overall Plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resource:
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme;
- Performs all other duties and functions required from time to time.

Required knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal and team management skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Strong leadership, analytical and problem-solving skills
- Excellent technical skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Software Design, Computing, Computer Science, ICT, Management Information Systems, Computer Engineering or a related discipline;
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) or related Networking certification;
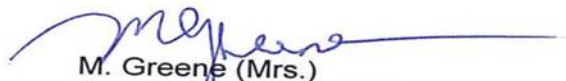- Four (4) years related experience.

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references *(one must be a former/current supervisor)*, should be submitted **no later than Thursday, 29th February, 2024, to:**

       Director, Human Resource Management and Development
       Ministry of Legal and Constitutional Affairs
       1A Fairway Avenue
       Kingston 6

       Email: careers@mlca.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.

M. Greene (Mrs.)
for Chief Personnel Officer