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RE-ADVERTISEMENT

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 following **vacant** posts in the **Information and Communication Technology Branch, Ministry of Agriculture, Fisheries and Mining**:

1. **Software Developer (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **ICT Security Officer (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Systems Administrator (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.
4. **Senior Technical and User Support Officer (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Network Administrator (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.
6. **Database Administrator (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum

1. Software Developer (MIS/IT 5)

Job Purpose

Under the general direction of the Applications Development Manager, the Software Developer is responsible for identifying user requirements, designing, coding, implementing and maintaining software solutions, to support the business systems of the Ministry.

Key Responsibilities

Administrative:

- Participates in the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Maintains customer service principles, standards and measurements;
- Prepares and submits Monthly/Quarterly/Annual Reports on activities;
- Attends Committee Meetings and executes directives, as necessary;
- Represents the Applications Development Manager at meetings, conferences, workshops and seminars.

Technical/Professional:

- Develops and maintains knowledge of the Ministry's ICT applications portfolio, development tools and development procedures;
- Participates in the development and review of business and system requirements to obtain a thorough understanding of business needs, in order to deliver accurate solutions actively;
- Develops high-quality software code in accordance with established ICT standards and development guidelines;
- Produces technical documentation that accurately and thoroughly depicts the software design and code base;
- Confers with end users and various divisional representatives in resolving questions of programme/system intent, output requirements, input data acquisition and inclusion of internal checks and controls;
- Performs programme maintenance, modifications and enhancements to new/existing systems through programming, testing, documenting and training users;
- Performs adequate unit testing and evaluation of application development work, ensuring requirements are addressed, basic functionality works, and errors are handled properly;

- Troubleshoots application production issues that resolve the concerns without causing additional problems;
- Reviews and analyzes the effectiveness and efficiency of existing systems and develops strategies for improving or further leveraging these systems;
- Provides updates on work-in-progress, work completed, work planned and issues potentially impacting the on-time completion or quality level of work;
- Works with stakeholders to gather and analyze project specifications and Flow Charts;
- Leads cross-functional and technical Groups/Committees to address the ICT operations of the Ministry in particular, and other areas, as required;
- Establishes and maintains effective working relationship with external service providers, customers and other Units of the Division;
- Assists with the training of staff in the use of computer hardware and software solutions;
- Keeps abreast of trends and developments in ICT and initiates/recommends their use, where necessary, to improve the work of the Department/Division;
- Remains current on ICT policies/programmes and related GOJ policies/initiatives to ensure compliance;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in ICT and Software Development initiatives;
- Maintains customer service principles, standards and measurements;
- Attends meetings and executes directives, as necessary;
- Represents Manager, Application Development at meetings, conferences, workshops, and seminars;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent teamwork and co-operation skills;
- Excellent oral and written communication skills;
- Strong analytical thinking skills;
- Excellent problem-solving and decision-making skills;
- Strong customer and quality focus skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Ability to use initiative;
- High level of integrity;
- Good change management skills.

Technical:

- Good knowledge of information technology fundamentals and programming languages;
- Ability to gain detailed knowledge of in-house programming languages, programme design and development procedures, turnover procedures and housekeeping standards;
- Ability to perform analysis of straightforward system functionality
- Ability to gain detailed knowledge of general system architecture and functionality, as well as detailed knowledge of specific sub-systems;
- Working knowledge of commonly used concepts, practices and procedures as it relates to software development;
- Ability to effectively manage time while working on multiple assignments with/without guidance as to relative priorities of assignments;
- Sound knowledge of current ICT trends;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Software Engineering, Computer Science, Computer Engineering, ICT and Management Information Systems, or a related discipline;
- Specialized training in Software Design or Business Analysis;
- Three to five (3-5) years related experience, with at least three (3) years in an Application Development role.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. ICT Security Officer (MIS/IT 5)

Job Purpose

Under the general direction of the ICT Security Manager, the ICT Security Officer is responsible for supporting the monitoring and evaluation initiatives and activities of the Ministry's ICT Security Management function.

Key Responsibilities

Management/Administrative:

- Develops Individual Work Plans based on alignment with the overall Plan for the Section;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- 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 and conducts presentations on role of the Branch for the Orientation and Onboarding Programme.

Technical/Professional:

- Participates in the development, implementation and maintenance of policies, procedures for network and security 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;
- Assists with the design, implementation and support firewalls, site-to-site VPNs and remote-access VPNs;
- 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;
- 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 and security 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 analyses systems for ICT security infractions and violations;
- Documents and reports the results of questionable user and system activity for information security inquiries;
- Performs server and security audits and system backups and recovery;
- Participates in managing all network security solutions;
- Collects and analyzes operational data to identify emerging trends and log problem records to assist with problem resolution and increased network availability;
- Monitors and reports on the performance of network, system and application security solutions to highlight areas of non-compliance and inform the development of improved practices and processes;
- Manages the allocation of access privileges of users to ensure appropriate security settings are applied in accordance with Organisation's policies and application, owner-defined parameters;

- Assists with security breach investigations to guide the refinement of Information security policies and practices;
- Keeps abreast of changes and new developments in ICT Security and provides evidence-based recommendations;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Excellent customer relations and quality focus skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Excellent teamwork and co-operation skills;
- Ability to influence and motivate others;
- Excellent planning and organizing skills;
- Excellent people management skills;
- Excellent interpersonal skills.

Technical:

- Working knowledge of LAN, WAN, and WLAN design and implementation;
- Working knowledge of network capacity planning, network security principles and general network management best practices;
- Working technical knowledge of current network hardware, protocols and Internet standards, including routers, switches, firewalls, remote access, DNS, VLAN, DSL and Ethernet;
- Good hardware troubleshooting experience and network monitoring and analysis software;
- Good knowledge about testing tools and procedures for voice and data circuits;
- Sound knowledge in defining organizational information security requirements;
- Ability to identify and analyse information security risks;
- Sound knowledge of user access control system to prevent unauthorised access, modification, manipulation etc.;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer science, ICT and Management Information Systems, Computer Engineering or a related discipline;
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification or related ICT security certification;
- Three (3) years' related experience in a Network and Security role.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

3. Systems Administrator (MIS/IT 5)

Job Purpose

Under the general direction of the ICT Infrastructure Manager, the Systems Administrator is responsible for the execution of network resources, along with supporting the maintenance of a secure, reliable and efficient computing and networking environment to improve existing infrastructure permitting users to perform their functions.

Key Responsibilities

Management/Administrative:

- Supports the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Maintains customer service principles, standards and measurements;
- Attends meetings and executes directives, as necessary;
- Represents ICT Infrastructure Manager at meetings, conferences, workshops and seminars;
- Prepares and submits reports.

Technical/Professional:

- Provides support to the procurement of ICT assets throughout the Ministry, its Divisions, and Outstations;
- Provides sufficient information technology operational capability to achieve acceptable response times, especially during peak periods, and to minimize downtimes to an acceptable level;
- Undertakes the resolution of complex, undefined server hardware, systems software, or application malfunctions;
- Diagnoses, analyzes, and resolves routine and other system problems in established industry timeframe;
- Undertakes the installation of systems, telecommunications-related and application software, and patches various server platforms;
- Executes responses to queries related to hardware and software security and implements on-going security awareness programmes for users;
- Monitors computer systems and implements parameter tuning geared to improve system performance;
- Monitors and remediates any issues found in the cloud environment;
- Customizes modifiable systems files to improve performance as instructed;
- Provides restricted system information as requested by authorized personnel;
- Reviews diagnosis, analyzes and resolves simple routine systems management-related problems;
- Executes programming tasks, as required, in the development and maintenance of systems processes, procedures, and tools;
- Conducts routine systems housekeeping procedures;
- Examines logs and provides data for review by ICT Infrastructure Manager;
- Reviews the establishment of secured connectivity with the Internet for related services such as Email, Web Browsing, VPN, FTP etc.;
- Configures and tests computer hardware, VOIP, networking software and operating system software;
- Undertakes the execution of back-up mechanics, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters;
- Monitors system usage to ensure that access to the system and data is done in the prescribed manner, and any violation is detected and addressed;
- Participates in risk analysis and periodic reviews;
- Executes the maintenance of user authorization files;
- Undertakes the installation of servers, computers and peripherals within the Ministry, its Divisions, and Outstations;
- Inspects and develops Assessment Reports on infrastructural needs of office locations;
- Prepares operational procedures for equipment use and maintenance of the operating environment;
- Keeps abreast of trends and developments in information systems, management controls, and security technologies to enhance systems throughout the Ministry;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good customer and quality focus skills;
- Excellent analytical thinking skills;
- Good problem-solving and decision-making skills;
- Good teamwork and co-operation skills;
- Ability to exercise good initiative;
- Good planning and organizing skills;

- Ability to demonstrate leadership;
- High level of integrity;
- Good interpersonal skills.

Technical:

- Sound knowledge of local and wide area networking;
- Knowledge of Windows Server environments;
- Knowledge of Exchange Server environments;
- Good knowledge of Voice Networks and protocols;
- Excellent knowledge of virtualization protocols and data centre;
- Knowledge of Network protocols and diagnostic tools;
- Skilled in Computer Hardware and Software Maintenance;
- Sound knowledge in Network Maintenance;
- Knowledge of GOJ Procurement Procedures.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline;
- Specialized training in Network Administration would be an asset;
- Four (4) years' hands-on experience, with at least one (1) year using network systems.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized systems. The environment is fast-paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Required to travel locally to attend conferences, seminars and meetings.

4. Senior Technical and User Support Officer (MIS/IT 5)

Job Purpose

Under the supervision of the Technical and User Support Manager (MIS/IT 7), the Senior Technical and User Support Officer is responsible for undertaking technical tasks required to support, implement and maintain ICT Platforms and Systems.

Key Responsibilities

Maintains the Help Desk platform:

- Manages the Unit's Help Desk by:
 - ✓ Logging requests/problems;
 - ✓ Routing requests/problems to the relevant areas, where necessary, or resolving problems or responding to requests for assistance;
 - ✓ Preparing monthly report of outstanding problems/requests to implement follow-up or corrective actions;
 - ✓ Reviewing and revising standards and procedures as may be appropriate.

Provides support for all areas of end user computing:

- Performs analysis of Help Desk Logs to identify trends and make recommendations to the Director to address significant and/or recurring concerns;
- Assists in providing training for end users by:
 - ✓ Reviewing Help Desk Logs to identify areas of poor usage and/or abuse of the computer and/or network resources;
 - ✓ Defining user requirements;
 - ✓ Determining course participants;
 - ✓ Preparing course material and handouts;
 - ✓ Facilitating the delivery of user training
- Monitors the activities relating to the preventative maintenance of all computer-related devices by:
 - ✓ Ensuring the adherence of the contractor to the terms and conditions of the contract;
 - ✓ Obtaining a schedule from the contractor and advising users of the arrival of and work to be performed by contractors' representatives;

- ✓ Supervising the work of the contractor;
- ✓ Ensuring that defective devices are repaired, or defective parts are replaced in a timely manner;
- ✓ Advising the Manager, Technical and User Support or the Director if the work is unsatisfactorily done, so that the appropriate action can be taken
- Monitors and logs the movement of Computer Hardware and software by:
 - ✓ Ensuring that proper authorization for the movement of equipment from one location to another is received from Unit or Division Head;
 - ✓ Conducting Quarterly Inventory Audit and updating Computer Inventory Database, as required;
- Monitors and logs the usage of supplies such as CDs, tapes, diskettes, desktops, laptops, external hard drives, printers, scanners, peripherals, printer cartridges and other related supplies to ensure that an adequate supply is maintained.

Supports the establishment and communication of information technology resources policy that provides guidelines for common situations and a framework by which the Ministry can cope with exceptional situations:

- Assists with the establishment, reviewing and revision of controls and/or procedures;
- Participates in the dissemination of policy and encourage the adherence to guidelines.

Assists with the procurement of information technology goods and services:

- Manages the activities relating to the procurement of goods and services for the Ministry/Unit by:
 - ✓ Requesting quotation from suppliers;
 - ✓ Liasing with the Procurement Unit and submitting quotations and requests for purchases;
 - ✓ Ensuring that goods/services ordered is that which the Ministry/Unit receives in accordance with invoice order/specifications;
 - ✓ Advising, in writing, all relevant persons of any discrepancies between goods/ service ordered and received;
 - ✓ Ensuring correct payment is made to supplier.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills;
- Good customer and quality focus skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Good teamwork and co-operation skills;
- Ability to exercise good initiative and innovativeness;
- Good planning and organizing skills;
- Good goal/results oriented;
- Good leadership and management skills;
- High levels of integrity and professionalism;
- Good interpersonal and people management skills.

Technical

- Good network operating systems skills;
- Excellent knowledge of Microsoft Windows operating systems;
- Excellent knowledge of Microsoft Office applications;
- Good knowledge of Microsoft Projects;
- Excellent knowledge of Network design and maintenance;
- Excellent knowledge of Computer construction and maintenance;
- Good knowledge of Software troubleshooting and configuration;
- Good knowledge of Open-Source Software.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related field from an accredited tertiary institution;
- Three (3) years in a networking environment.

Special Conditions Associated with the Job

- Extensive exposure to CRT rays;

- Required to travel island wide.

5. Network Administrator (MIS/IT 5)

Job Purpose

Under the general direction of the Manager, ICT Infrastructure, the Network Administrator is responsible for provisioning and maintaining a secure, reliable, and efficient computing and networking environment to improve existing infrastructure permitting users to perform their functions.

Key Responsibilities

Management/Administrative:

- Supports the development of the Unit's Corporate/Operational Plans, Budget, and Individual Work Plans;
- Maintains customer service principles, standards, and measurements;
- Attends meetings and executes directives;
- Represents the Unit at meetings, conferences, workshops, and seminars;
- Prepares and submits reports.

Technical/Professional:

- Provides sufficient information technology operational capability to achieve acceptable response times, especially during peak periods, and to minimize downtimes to an acceptable level;
- Resolves complex, undefined server hardware, systems software, or application malfunctions;
- Diagnoses, analyzes, and resolves routine and other system problems to the satisfaction of the end user within the established industry timeframe;
- Installs systems, telecommunications-related and application software, and patches various server platforms;
- Responds to queries related to hardware and software security and implements on-going security awareness programmes for users;
- Observes computer systems and implements parameter tuning geared to improve system performance;
- Customizes modifiable systems files to improve performance, as instructed;
- Provides restricted system information as requested by authorized personnel;
- Diagnoses, analyzes, and resolves simple routine systems management-related problems
- Performs programming tasks, as required, in the development and maintenance of systems processes, procedures and tools;
- Performs routine systems housekeeping procedures;
- Analyzes, logs and provides data for review by the Manager, ICT Infrastructure;
- Assists in establishing secured connectivity with the Internet for related services such as email, web browsing, VPN, FTP etc.;
- Assists with the execution of backup mechanics, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters;
- Monitors system usage to ensure that access to the system and data is done in the prescribed manner and that any violation is detected and addressed;
- Participates in risk analysis and periodic reviews;
- Maintains user authorization files;
- Assists in the installation of servers, computers, and peripherals within the Ministry, its Divisions, and Outstation offices;
- Inspects and develops assessment reports on infrastructural needs of office locations;
- Prepares operational procedures for equipment use and maintenance of the operating environment;
- Keeps abreast of trends and developments in information and security technologies to enhance systems throughout the Ministry;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;

- Good problem-solving and decision-making skills;
- Teamwork and co-operation;
- Ability to use own initiative;
- Methodical;
- Good customer and quality focus;
- Good goal/results oriented;
- Good leadership skills.

Technical:

- Sound knowledge of local and wide area networking;
- Knowledge of Windows Server environments;
- Knowledge of Exchange Server environments;
- Good knowledge of voice networks and protocols;
- Excellent knowledge of virtualization protocols and data center;
- Knowledge of network protocols and diagnostic tools;
- Skilled in computer hardware and software maintenance;
- Network maintenance.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline;
- Specialized training in Network Administration would be an asset;
- Two (2) years hands-on experience in network and email administration.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

6. Database Administrator (MIS/IT 5)

Job Purpose

Under the general direction of the Applications Development Manager, the Database Administrator is responsible for the performance, integrity and security of the Ministry's databases. The Database Administrator provides technical expertise in the design, implementation and maintenance of database management systems that support institutional business and applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.

Key Responsibilities

Administrative:

- Participates in the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Maintains customer service principles, standards, and measurements;
- Prepares and submits monthly/quarterly/annual reports on activities.
- Attends Committee meetings and executes directives, as necessary;
- Represents the Applications Development Manager at meetings, conferences, workshops and seminars.

Technical/Professional:

- Develops and maintains initiatives to manage the accuracy and integrity of database information by:
 - Conducting regular audits to verify data quality and data completeness;
 - Investigating and resolving inconsistencies found in data and reports;
 - Ensuring regular clean-up of duplicate records, and inconsistent and unwanted data from the databases;
 - Supervising regular back-ups of the database system;

- Develops and documents operating and security standards, procedures and user instructions for the database system;
- Performs database system updates and upgrades and the implementation of new functionality, including portal services, web delivery of information, and third-party tools for reporting;
- Designs and creates various queries and reports, from the database system, to meet specified needs;
- Transfers data from databases to other software programmes, or vice versa, for further manipulation, as required;
- Conducts ongoing reviews of datasets in other electronic formats to determine the feasibility of integrating them into the database system;
- Evaluates the database system at intervals and recommends improvements, where needed;
- Monitors and controls day-to-day usage of the database system by:
 - Setting and approving user access and permission levels;
 - Ensuring conformance to established policies and procedures;
- Troubleshoots and resolves problems related to the database system;
- Develops an ICT operational continuity framework in accordance with the strategic direction of the Ministry;
- Develops and maintains ICT operational continuity plans;
- Defines and executes change control procedures to ensure that the ICT continuity plan is current;
- Plans and conducts ICT continuity training programmes to meet the needs of the Ministry;
- Creates and modifies ICT operational procedures and guidelines (including manuals, checklists, shift planning, handover documentation, escalation procedures, etc.);
- Provides the Ministry's staff with technical assistance and support in respect to database administration;
- Keeps abreast of global trends and developments in Database Management and makes recommendations where the organization may benefit from the implementation of such technology.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Excellent interpersonal and team management skills;
- Excellent teamwork and cooperation skills;
- Strong analytical thinking skills;
- Excellent problem-solving and decision-making skills;
- Strong customer and quality focus skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Ability to use initiative;
- Strong integrity;
- Good change management skills.

Technical:

- Sound knowledge of relational database design, optimization, and troubleshooting;
- Sound knowledge of Microsoft SQL Server and/or Access database software;
- Advanced knowledge of Microsoft Windows and Office products;
- Sound knowledge of data extraction, reporting and analysis tools;
- Sound knowledge of database management trends and standards;
- Sound knowledge of established database management policies and procedures;
- Working knowledge of Internet technologies including HTML, PHP, ASP, etc.;
- Sound knowledge of the analysis and documentation of complex business processes;
- Sound knowledge of current technological trends with respect to software development;
- Working knowledge of relevant computer platforms and solutions;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or another project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems or a related discipline;
- Three-five (3-5) years related experience, with at least three (3) years in a Database Administrator role.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Maybe required to travel island wide in execution of duties.

Applications accompanied by résumés should be submitted **no later than Friday 15th November, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**