



## Office of the Services Commissions

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### **CIRCULAR No. 292** **OSC Ref. C. 6222<sup>13</sup>**

11<sup>th</sup> September, 2025

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 5)**, in the **Information Technology and Business Services Unit, Postal Corporation of Jamaica**, salary range \$4,266,270 - \$5,737,658 per annum.

#### **Job Purpose**

Under the general direction of the Information Manager, the incumbent is responsible for implementing, maintaining, supporting, and designing and developing scalable, highly available network architectures/communication networks that support the operations of the Postal Corporation. The incumbent monitors and maintains network performance by configuring switches and network appliances for optimal performance and troubleshooting network problems. The incumbent will be responsible for maintaining all network infrastructure, identifying and defining network related requirements to ensure consistency in the reliability, performance and quality of network systems, and the configuration of LAN/WAN devices to conform to predefined design specifications.

#### **Key Responsibilities**

##### ***Management/Administrative***

- Participates in the development of the Corporation's, Budget, Operational and Unit Plans;
- Assists with the development of operational systems, policies and procedures to guide the activities of the Unit;
- Prepares and submits activity/performance and other reports, as requested;
- Collaborates with Supervisor in the development of Unit and Individual Work Plans;
- Advises the Director on matters relating to portfolio responsibility;
- Represents the Corporation at meetings, seminars and special committees, as directed.

##### ***Technical/Professional***

- Configures and installs various network devices and Servers (e.g., routers, switches, firewalls, load balancers, VPN);
- Assesses system requirements and designs Local & Wide Area Network infrastructure;
- Designs, develops, implements and maintains safe, effective and reliable communication solutions;
- Ensures network connectivity of all Servers, workstations, telephony equipment, and other network equipment;
- Ensures bandwidth availability for application systems;
- Selects and implements security tools, policies, and procedures in conjunction with the Company's Security Team;
- Ensures that security levels are adhered to base on security policy and guidelines;
- Performs network maintenance and system upgrades including service packs, patches, hot fixes and security configurations;
- Monitors network performance and troubleshoots problem areas, as needed;
- Monitors and tests network performance and provides and analyses network performance statistics and reports to ensure system availability and reliability;
- Liaises with vendors and other IT personnel for problem resolution;
- Liaises with vendors of various information technology systems in determining relevant technologies and their suitability;
- Assists in the technical evaluation of tenders/bids from vendors/contractors for the supply and/or installation of products and/or services;
- Liaises with contractors for the proper installation and servicing of communication systems;
- Monitors and manages the implementation activities of vendors/suppliers;
- Tests network systems to ensure that a quality solution is accepted;
- Directs the work of external parties;
- Conducts research on technology trends and submits reports and recommendations on significant findings for follow-up evaluation;

- Monitors and captures relevant network statistics using available tools;
- Monitors system resource utilization, trending, and capacity planning;
- Builds and maintains relationships with all internal Units;
- Works together with other Units and Divisions within the Organization to identify any process improvements and improve standards, efficiency and effectiveness;
- Ensures awareness, approval and success of changes made to the network infrastructure, to include documentation and training;
- Performs any other related duties assigned by Supervisor.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Integrity
- Written and Oral Communication
- Customer and Quality Focus
- Initiative
- Problem Solving and Decision Making
- Teamwork and Co-operation
- Adaptability
- Interpersonal Skills
- Goal/Result Oriented
- Compliance

#### **Functional/Technical:**

- Use of Technology
- Technical Skills
- Managing External Relationships
- Methodical
- People Management
- Planning and Organizing
- Financial and Business Acumen
- Analytical Thinking
- Strategic Vision
- Managing the Client Interface
- Leadership
- Change Management

#### **Knowledge of:**

- Network infrastructure, operating systems, monitoring and analysis tools.
- Knowledge and expertise to formulate, develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis.
- Current technological development tools especially in the areas of database management.
- In-house platforms such as Windows 2008/2012/2016 Server, Exchange 2010/2013/2016 Server, Microsoft Forefront Threat Management Gateway (Forefront TMG) Fortigate Unified Threat Management (UTM) and Next Generation Firewalls (NGF), Windows 10 Professional and Windows Defender Antivirus.
- Ability to perform typical advanced Server and network administration skills to include upgrades and maintenance of Hardware, operating systems, LAN/WAN, DNS, TCPIP, DHCP and IIS support functions.
- Ability to install, configure and troubleshoot Windows 2008/2012/2016 Servers and active directory.

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Computer Science. Electronic Engineering OR equivalent from a recognized Tertiary Institution.
- Training in Network and Systems Management.
- Cisco Certified Network Associate (CCNA) or equivalent certification in Network design and troubleshooting.
- Knowledge of Project Management would be an asset.

### **Special Condition Associated with the Job:**

- Required to travel locally and pressured working conditions with numerous critical deadlines.
- A valid Driver's License and ownership of a motor vehicle is required for this post.

Applications accompanied by résumés should be submitted **no later than Wednesday, 24<sup>th</sup> September, 2025 to:**

**Director, Human Resource Management and Administration  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

Email: [hrma@jamaicapost.gov.jm](mailto:hrma@jamaicapost.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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**