



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 153**

**OSC Ref. C. 6555<sup>13</sup>**

12<sup>th</sup> April, 2022

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 3)** in the **Human Resource Management Unit, Office of the Supervisor of Insolvency, Ministry of Industry, Investment & Commerce**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Director of Human Resource Management and Administration, the Systems Administrator is responsible for supporting, troubleshooting and maintaining the Local Area Network (LAN) and Wide Area Network (WAN) located within the Office of the Supervisor of Insolvency and Office of the Government Trustee. Ensuring that there is an efficient, robust and reliable network throughout the office, by troubleshooting, diagnosing and repairing malfunctioning IT equipment and providing Help Desk assistance to staff as well as ensuring the effective supply and operation of software applications and services.

### **Key Responsibilities**

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

- Troubleshoots and resolves problems with IT equipment for the Offices of the Supervisor of Insolvency and Government Trustee (OSIGT);
- Researches and maintains knowledge of current hardware/software technologies for network equipment;
- Configures and manages user accounts, groups, access policy and permissions for shared network resources;
- Configures and manages network switches, routers and other related equipment;
- Maintains an Inventory of the network equipment of the Offices;
- Maintains documentation of network configurations and equipment deployed throughout the offices;
- Installs and configures the computer network;
- Conducts Risk Assessments to identify user vulnerabilities and makes recommendations for mitigation/elimination of identified risks;
- Manages distribution of static and dynamic IP addresses;
- Installs Network and Server Operating Systems and other system software;
- Manages Windows active Directory Computer Domain;
- Monitors and analyzes network usage and performance to effect load balancing and configurations that will enable optimization;
- Implements network parameters to ensure highest security;
- Provides advice in the planning, designing and implementation of network solutions to improve overall efficiency and robustness of LAN/WAN as well as to accommodate the growing information processing needs of the offices;
- Liaises with contractors in the implementation of the network (cabling and electronics);
- Interfaces with external telecommunications service providers to solve communication and network related issues;
- Establishes connectivity for users to the (Ministry) network and services such as the Intranet and Internet;
- Researches and maintains knowledge of current hardware/software technologies for desktop computers, servers, Network Topology and infrastructure;
- Installs Antivirus, client applications, Operating System software on computers as needed;
- Develops an IT Disaster Recovery Plan;
- Attends meetings where necessary;
- Maintains the Office Website.

**Required Knowledge, Skills and Competencies**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent analytical and problem solving skills
- Excellent planning and organising skills
- Proficiency in the use of relevant computer applications
- Sound judgment and strong initiative
- Ability to maintain a high level of integrity

**Special Knowledge**

- Telecommunication/Network Management
- Extensive knowledge of network protocols, OSI model, bandwidth, VLANS, Firewalls, Remote Access and Network Security

**Minimum Required Qualification and Experience**

- A Bachelor's Degree in Information Technology or Computer Science or equivalent qualification from an accredited tertiary institution;
- Four (4) years' experience in systems administration or a related field;
- Cisco Certified Network Associate (CCNA) and/or Microsoft Certified Solutions Associate (MCSA) certification will be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27<sup>th</sup> April, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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**