



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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13th May, 2019

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 **Institute of Jamaica (IOJ)**:

1. **Director, Development and Public Relations (GMG/SEG 2) – Central Administration**, salary range \$1,927,065 – \$2,290,674 per annum and any allowance(s) attached to the post.
2. **Network Administrator (MIS/IT 5) – Central Administration**, salary range \$1,768,086 – \$2,101,699 per annum and any allowance(s) attached to the post.
3. **Transcriber (OPS/SS 3) – African Caribbean Institute of Jamaica/Jamaica Memory Bank**, salary range \$922,914 – \$1,097,055 per annum and any allowance(s) attached to the post.

1. **Director, Development and Public Relations (GMG/SEG 2)**

Job Purpose

The Director, Development and Public Relations, develops and manages programmes, activities and events aimed at achieving the Institute of Jamaica's Corporate goals and promoting the image of the organization, locally and internationally.

Key Responsibilities

Management/Administrative:

- Prepares and submits reports on the progress of activities in the Development and Public Relations Department;
- Prepares Corporate, Operational, Work and Unit Plans and Budget;
- Manages the production and marketing of the Jamaica Journal;
- Oversees the production of collaterals on the Institute of Jamaica;
- Manages the Institute of Jamaica's media relations;
- Plans and co-ordinates special functions and events;
- Prepares and submits operating budget;
- Advises the Management Team on the management of public relations and the handling of media relations.

Technical/Professional:

- Formulates and implements the Public Relations policies of the Institute of Jamaica;
- Ensures that goods and services sourced through the Department are in accordance with Government of Jamaica's (GoJ's) Procurement guidelines;
- Chairs and convenes IOJ Enterprise Committee;
- Ensures Public Relations information placed on the Institute's Website is current and correct;
- Manages the Institute's Enterprise initiative;
- Approves requisitions for goods and services required by the Department;
- Seeks Corporate sponsorship for events;
- Represents the Institute at various fora of cultural significance/relevance to expose the work of the IOJ;
- Maintains dialogue with community based organizations and agencies;
- Develops and implements new methods of enhancing public awareness of the Institute;
- Oversees the preparation and execution of the Institute of Jamaica's Marketing Plan;
- Monitors the results of Public Relations/Marketing activities undertaken and documents and ensure achievement of pre-determined goals/objectives;
- Co-ordinates the presence of the Institute at various local and international events.

Human Resource:

- Manages the welfare and development of Direct Reports through the preparation of Performance Appraisals and recommendation for required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Ability to work in team
- Customer and quality focus

Technical:

- Knowledge of Jamaican Business Culture;
- Proficiency in the use of Microsoft Office applications including Microsoft Project
- Compliance, Knowledge of GoJ's Procurement guidelines and the ability to apply these to purchases
- Managing the client's interface
- Good leadership skills
- Technical skills

Minimum Required Qualification and Experience

- Master's Degree from a recognized University with specialization in Communications and Public Relations and formal training in Marketing/Management, plus;
- Five (5) years' management experience in Public Relations/Communications, with demonstrated ability to handle all types of media and professionals, ideally across the Private and the Public Sectors.

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours as necessary;
- Will be required to travel on Institute's business.

2. Network Administrator (MIS/IT 5)**Job Purpose**

The incumbent will design, configure, install, administer and maintain Wide and Local Area Networks (WAN/LAN) and related computer and network devices for optimum performance and security across the Organization.

Key Responsibilities***Administrative/Managerial:***

- Prepares monthly reports;
- Assists with Budget preparation;
- Prepares Network Health Status Monthly Reports, Bimonthly and Quarterly Status Reports to Manager, Information Technology.

Technical/Professional:

- Installs and configures all computer, peripheral and network equipment;
- Manages and maintains access and availability of the LAN and WAN per Division;
- Installs, configures and tests software on servers and workstations;
- Provides Information Technology support, consultation and training for the Institute of Jamaica's projects;

- Provides technical and customer support to network users;
- Maintains security of network by running antivirus software, deleting old/unused files and securing equipment to its location;
- Troubleshoots computer hardware and software problems;
- Performs backup and recovery of all servers and files;
- Administers the Virtual Private Server for IOJ web hosting;
- Administers, updates and maintains IOJ Virtual Museum and provides technical support to Virtual Exhibition project team;
- Monitors internet bandwidth usage; ensures secured Wi-Fi access to IOJ networks;
- Maintains network, including printers and Wi-Fi access devices at off-site locations island-wide;
- Provides technical support for all IOJ's Computer Laboratories and Libraries;
- Performs any other duties assigned from time to time, by the Manager, Information Technology.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in a team
- Customer and quality focus

Technical:

- Good knowledge of Windows server 2003, 2008 r2, 2012 r2 and 2016 r2, Linux and open source solutions
- Good knowledge of HTML, HTML5, ASP/.NET, PERL, JAVA, PHP programming
- Excellent Problem Solving and Analytical skills
- Good Time Management and Organizing skills
- Significant knowledge of or experience in Local and Wide Area Networks (LAN/WAN) Architecture and Enterprise-Wide Anti-Virus Software

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Computer Architecture;
- A Microsoft Certified Systems Engineer preferably;
- Three (3) years' experience with Microsoft based network systems, Windows Server 2003, 2008 and 2008 r2, 2012 r2 and 2016 r2. Operating Systems: Windows XP, Vista and Windows 7, 8.1 and 10. Microsoft Office Suite (2007 - 2012), Apple technologies and OS and interactive online solutions.

Special Conditions Associated with the Job

- Will be required to move computer and audio visual equipment over long distances and rough terrain;
- Will be required to work outside of usual hours and weekends;
- Ability to stand for extended periods;
- Officer may be asked to perform duties and tasks outside of the responsibilities of the post;
- Will be required to travel to various locations across the island.

3. Transcriber (OPS/SS 3)

Job Purpose

The incumbent will create and maintain a database of transcriptions.

Key Responsibilities

Management/Administrative:

- Assists in the monitoring of the Division's activities by preparing monthly reports and other specific reports;
- Assists in the planning of research activities by attending and participating in weekly Research Meetings;

- Assists in the monitoring of the Division's activities by preparing Work Plans.

Technical/Professional:

- Transcribes Verbatim interviews and other research data;
- Assists the Research Officer (Field Research) in the production of worksheets and in maintaining a catalogue of tapes in the ACIJ/JMB collection;
- Maintains a record of materials received and transcribed;
- Works with other members of staff in preparing exhibitions and holding lectures;
- Ensures that confidentiality is maintained;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Ability to work in a team
- Customer and quality focus

Technical:

- Knowledge of Caribbean history and culture
- Knowledge of computer software applications, in particular Word Processing
- Ability to recognize forms of oral expression and reproduce the spoken word in a written format
- Typing speed of at least 80 words per minute

Minimum Required Qualification and Experience

- Four (4) GCE 'O' Levels or CXC subjects including English Language and Mathematics;
- Two (2) years' experience in a similar environment.

Special Conditions Associated with the Job

- May be required to do field trips and overnight in the field;
- May be required to work outside the normal working hours;
- May be asked to observe Non-Christian religious ceremonies and rituals.

Applications accompanied by résumés should be submitted **no later than Friday, 31st May, 2019 to:**

**Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm

Fax: 876-922-1147

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**