



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 86 **OSC Ref. C. 4860^B**

13th March, 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 post of **Network Administrator (MIS/IT 4) – (Vacant)** in the **Management Information Systems Department, Ministry of Labour and Social Security (MLSS)**, salary range \$1,505,904 - \$1,790,047 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Operations Manager, the Network Administrator is responsible for supporting, troubleshooting and maintaining the Local Area Network (LAN) and Wide Area Network (WAN) located throughout the Ministry of Labour and Social Security's Head Offices, Local Offices and outstations. He/she should ensure an efficient, robust and reliable network throughout. He/she should also assist in troubleshooting, diagnosing and repairing of malfunctioning equipment and providing help desk assistance.

Key Responsibilities

- Troubleshoots and resolves problems at Head Offices, Local and other outstations;
- Researches and maintains knowledge of current hardware/software technologies for network equipment and topologies;
- Configures and manages user accounts, groups, access policy permissions to shared network resources;
- Configures and manages network switches, routers and other related equipment;
- Conducts inventory of the Ministry's network equipment;
- Provides leadership for the installation and configuration of the computer network;
- Assists in conducting 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;
- Maintains documentation of network configurations and equipment deployed throughout the Ministry;
- Monitors and analyzes network usage and performance to effect load balancing and configurations that will enable optimization;
- Fine tunes network parameters related to ensure highest security;
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- Assists 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 Ministry;
- Works with applications software developers to ensure connectivity requirements are met;
- Liaises with contractors in the implementation of the network (cabling and electronics);
- Installs network software upgrades as required;
- Interfaces with external telecommunications service providers to solve network related issues;
- Defines the infrastructural and environmental requirements of network devices;
- Administers email accounts for various Heads of Department;
- 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 servers as needed;
- Attends meetings where necessary;
- Makes periodic/scheduled visits to outstations to ensure proper storage, maintenance

and working environment of equipment.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent analytical thinking skills
- Excellent problem solving and decision making skills
- Excellent planning and organizing skills
- Ability to use initiative
- Methodical
- Integrity
- Compliance
- Excellent use of technology

Specific Knowledge of:

- Telecommunication/Network Management
- Network protocols, OSI Model, Bandwidth, VLANS, Firewalls, Remote Access and Network Security
- Network Services (DHCP, DNS, RAS, ISDN, WWW, Proxy, VPN, Firewall, TFTP)
- Windows (2003/2008/2012 Hyper-V R2), SCO UNIX, Linux Systems Network and Security Administration
- Configuring and Maintaining Cisco Network Devices

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science from a recognized tertiary institution;
- Two (2) years' experience in related field;
- OR**
- Diploma in Computer Science or its equivalent from an accredited institution;
- Two (2) to three (3) years' experience in related field;
- OR**
- Certificate in Computer Science with 4-5 years' experience in a related field;
- OR**
- Any other combination of training and experience that would be equivalent to the above criteria.

Special Conditions Associated with the Job

- Will be exposed to dust and cold;
- Will be required to lift heavy equipment, work in small spaces and travel island-wide;
- May be required to work extended hours.


Applications accompanied by résumés should be submitted **no later than Tuesday, 26th March, 2019 to:**

**Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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 (acting)**