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**CIRCULAR No. 37**  
**OSC Ref. C.4858<sup>30</sup>**

30<sup>th</sup> January, 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 **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Network Administrator (MIS/IT 5) – Information and Communication Technology Unit**, salary range \$1,700,083 - \$2,020,864 per annum and any allowance(s) attached to the post.
2. **Driver 2 (LMO/DR 2) – Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$11,033 - \$13,290 per week.

### 1. Network Administrator (MIS/IT 5)

#### Job Purpose

The incumbent will assist with the provision and maintenance of a secure, reliable and efficient computing and network environment that permits users to perform their functions.

#### Key Responsibilities

- Assists in providing a secure, reliable and efficient computer environment by:
  - ✓ Resolving complex, undefined server hardware, systems software or application malfunctions
  - ✓ Diagnosing, analyzing and resolving routine and other systems problems as they occur
  - ✓ Installing systems, telecommunications-related and application software and patches on various server platforms
  - ✓ Responding to queries related to hardware and software security and implementing on-going security awareness programmes for users;
- Assists in optimizing system performance by:
  - ✓ Monitoring computer systems and implementing parameter tuning geared towards improving system performance
  - ✓ Customizing modifiable systems files to improve performance as instructed providing restricted system information as requested by authorized personnel
  - ✓ Diagnosing, analyzing and resolving simple routine systems management-related problems
  - ✓ Performing programming tasks as required in the development and maintenance of systems processes, procedures and tools
  - ✓ Performing routine systems housekeeping procedures
  - ✓ Analyzing logs and providing data for review by Infrastructure Services Manager;
- Ensures the security and integrity of the Networked Computer System by:
  - ✓ Maintaining User Authorization files
  - ✓ Participating in Risk Analysis and periodic reviews
  - ✓ Assisting in devising measures for back-up, system redundancy, virus prevention and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters
  - ✓ Monitoring system usage to ensure that access to the system and data is done in the prescribed manner and any violation is detected and addressed;
- Assists in establishing secured connectivity with the Internet for related services such as Email, Web Browsing, VPN, FTP etc.;
- Assists in maintaining Mail, Web and Intranet servers;
- Assists in the installation of servers, computers and peripherals within the Ministry, its Departments and off-site Divisions by:
  - ✓ Inspecting sites to assess infrastructure needs

- ✓ Preparing operational procedures for equipment use and maintenance of operating environment;
- Assists in monitoring the supply of electricity to computers and related equipment to ensure the availability of clean and continuous power at all times, except for scheduled maintenance;
- Keeps abreast of trends and developments in Information Technology especially in networking and communication related devices, system software and diagnostic tools.

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

#### ***Technical:***

- Knowledge of local and wide area Network Architecture
- Knowledge of Windows 2000, 2003, 2008 Server
- Knowledge of Exchange Server 2003, 2007 and 2010
- Knowledge of network protocols and diagnostic tools
- Knowledge of Computer hardware and software troubleshooting repair and maintenance
- Knowledge of Network maintenance

#### ***Core:***

- Good Oral and Written Communication skills
- Good Problem Solving and Decision making skills
- Ability to work in a team
- Ability to work on own initiative
- Methodical

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

- Bachelor of Science Degree in Computer Science or related field;
- Two (2) years hands-on experience in network and email administration.

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

- Required to travel locally.

## **2. Driver 2 (LMO/DR 2)**

### **Job Purpose**

Under the supervision of the Operation Manager (SOG/ST 6), the Driver 2 (LMO/DR 2) is responsible for ensuring that the tractor assigned is properly maintained.

### **Key Responsibilities**

- Monitors and maintains equipment;
- Prepares land;
- Prepares report;
- Transports goods and livestock;
- Ensures that lawns are cut and debris heaped and properly disposed of.

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

#### ***Core:***

- Good Interpersonal skills
- Good Oral and Written Communication skills
- Strong Customer Relations skills
- Good Problem Solving and Conflict Management skills

#### ***Technical:***

- Excellent Driving skills
- Knowledge of tractor operation
- Knowledge of basic tractor maintenance

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Completion of Secondary level education;
- Must possess a General Driver's Licence;
- Approval to operate motor vehicle from D.E.M.S.;
- One (1) years' experience in a similar position;
- Ability to read and write legibly.

**Special Condition Associated with the Job**

- Will be required to drive a tractor.

Applications accompanied by résumés should be submitted **no later than Tuesday, 12<sup>th</sup> February, 2019 to:**

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

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



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**