



CIRCULAR No. 47
OSC Ref. C.6000⁶

7th February, 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 be assigned to the post of **Senior Systems Engineer (MIS/IT 5) – (Not Vacant)** in the **Information and Communications Technology Division, Police Department**, salary range \$1,700,083 – \$2,020,864 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Supervisor, the incumbent is responsible for ensuring that the correct networking systems are in place and Information Technology problems are solved using realistic sources. Additionally, he/she will ensure that system schedules are conformed to and that deadlines are met.

Key Responsibilities

Professional/Technical:

- Ensures that Data Communication Transmission procedures are executed properly and in a timely manner;
- Manages system security by setting up proper backup facilities, managing password security and conducting system security checks;
- Ensures the preparation of sites;
- Ensures the installation of equipment;
- Ensures that system schedules are conformed to;
- Makes recommendation for network configuration, where necessary;
- Prevents and corrects maintenance of PC's attached peripherals, etc., in accordance with directives from the Director;
- Maintains Fault log of all equipment maintained;
- Attends promptly to request for equipment maintenance;
- Prepares reports on Information System and Communication plan;
- Keeps abreast of technological trends and advises the Director of relevant issues;
- Gives advice to System Engineer and Technicians on technical issues;
- Supervises the System Engineer and Technicians.

Required Knowledge, Skills and Competencies

Technical:

- Ability to interpret and apply complex technical information
- Knowledge of systems design and implementation in a database environment
- Expert knowledge of data transmission procedures
- Knowledge of technical and user-related aspects of a personal computer environment

Core:

- Excellent Analytical, Problem Solving and Decision Making skills
- Excellent Interpersonal, People Management and Customer Service skills
- Good Oral and Written Communication skills
- Ability to multi-task and prioritize among conflicting demands
- Good team player, motivated and able to work under pressure to meet deadlines

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution, plus two to three (2-3) years' experience in related field;
- or**
- Diploma in Computer Studies or equivalent, plus three (3) years' experience in related area.

Special Condition Associated with the Job

- Will be required to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th February, 2019 to:**

Senior Director
Human Resource Management and Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5

Email: hrbranch@jcf.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