



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

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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/be assigned to the following posts in the **Ministry of Science, Energy and Technology (MSET)**:

1. **Systems Administrator (MIS/IT 5) – Information Systems Unit, Corporate Services Division – (Vacant)**, salary range \$1,587,379 - \$1,886,895 per annum and any allowance(s) attached to the post.
2. **Human Resource Officer, Organizational Development and Performance Management (GMG/AM 3) – Human Resource Management and Development Branch, Corporate Services Division – (Not Vacant)**, salary range \$1,010,480 - \$1,201,144 per annum and any allowance(s) attached to the post.

1. **Systems Administrator (MIS/IT 5)**

Job Purpose

Under the general direction of the Information Systems Manager, the incumbent is responsible for administering the network system(s) of the Ministry to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the Division's Operational Plan and Budget;
- Keeps abreast of IT trends and developments and recommends their adoption/application where appropriate, to increase the effectiveness and productivity of the Ministry;
- Collaborates with suppliers of hardware and software that are to be provided for use at the Minister;
- Attends meetings and events as requested by the Division/Ministry;
- Assists with the implementation of ICT related projects;
- Assists with IT training and development of staff in the Ministry as required;
- Manages all computer systems and network resources;
- Researches, evaluates and provides feedback on problems;
- Maintains system configurations;
- Maintains record of requests and action taken;
- Assigns work activities to Systems Support Specialist;
- Re-assigns IT equipment as necessary;
- Arranges for maintenance and repairs to IT equipment.

Technical:

- Analyzes and defines data requirements and specifications;
- Designs, creates and manages databases, spreadsheets, forms etc. for Divisions within the Ministry;
- Provides technical support to database users;
- Resolves e-mail and internet problems internally and with service providers;
- Diagnoses and resolves problems in response to reported incidents;
- Performs data backups and disaster recovery operations;

- Ensures the smooth and continuous operations of the Ministry's network;
- Plans, co-ordinates, implements and evaluates network security measures in order to protect data, software, and hardware;
- In response to newly identified security threats, rapidly identifies and fixes any network devices;
- Manages accounts, network rights and access to systems and equipment;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine network startup and shutdown procedures, and maintains control records;
- Ensures that users are aware of standard network practices and computer etiquette;
- Daily administration of the LAN and WAN including system performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Helps with the roll out of desktop PCs; such responsibilities will include, software and hardware upgrade, planning and the general execution of desktop rollouts;
- Configures and tests computer hardware, networking software and operating system software;
- Recommends changes to improve systems and network configurations, and determine hardware or software requirements related to such changes;
- Makes recommendations to the Information Systems Manager about recommended software and hardware the Company should invest in;
- Provides end user support including problem resolutions relating to hardware, software, and communication issues;
- Assists in managing VOIP telephony infrastructure;
- Assists in managing Corporate email infrastructure;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Customer and quality focus
- Excellent interpersonal skills
- Ability to manage external relationships
- Good problem solving, decision making, planning and organizing skills
- Goal/result oriented
- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS and DHCP support functions
- Ability to install, configure and troubleshoot Windows 2008/2012 Servers and active directory
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Knowledge of in-house platforms such as Windows 2008/2012 Server, Exchange Server, SharePoint Server and Symantec Antivirus Corporate Edition
- Ability to manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Ability to maintain a patched system
- Ability to analyze system logs
- Knowledge of network infrastructure and operating systems
- Understanding of information technology tools and techniques
- Hands-on experience with database development
- Knowledge of internet development tools
- Proficient in utilizing existing and/or new technologies

Minimum Required Qualification and Experience

- A Bachelor's Degree in Computer Science, Information Systems or equivalent from an accredited institution; and
- At least three (3) years' working experience in an information technology environment.
- Professional certification from Microsoft and CISCO would be an asset.

2. Human Resource Officer, Organizational Development and Performance Management (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Organizational Development and Performance Management (OD&PM), the Human Resource Officer, OD&PM is responsible for assisting with the management of activities to achieve the goals and objectives of the OD&PM functions within the Ministry, as well as executing related administrative functions. In particular, the officer's main focus is to assist with the functions related to Performance Management and Monitoring.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Unit's (OD&PM) and the Division's Operational Plan and Budget;
- Assists with the preparation of activity/performance reports as requested;
- Ensures that records are kept up-to-date and are easily retrieved;
- Provides advice to managers and staff on the resolution of OD&PM matters;
- Advises on the interpretation of performance management guidelines;
- Provides administrative support in respect of all OD&PM matters.

Organizational Development:

- Assists with the collection of job related data through interviews, questionnaires, observations and the examination of records to validate findings;
- Assists with the development and maintenance of organizational charts and output focused job descriptions in collaboration with other Human Resource (HR) colleagues, managers and employees;
- Participates in conducting organizational needs assessments to determine organizational readiness for change;
- Assists with the review and maintenance of customer service initiatives which have already been implemented throughout the Ministry.

Performance Management:

- Ensures that the Performance Management and Appraisal System (PMAS) notifications (notices, reminders etc.) are prepared and issued in a timely manner;
- Participates in the development of Work Plans for the implementation of and oversight of the PMAS and its operation for each financial year;
- Participates in developing in collaboration with other Human Resource (HR) colleagues and the Employee Performance Management Appraisal Team (EPMAT), plans for the development of the PMAS;
- Assists in conducting PMAS sensitization sessions within the MSET and its Agencies in collaboration with other HR colleagues;
- Assists in developing and executing PMAS related change management initiatives in collaboration with other HR colleagues, the EPMAT, managers and supervisors;
- Assists in conducting Work Plan sensitization and training sessions as necessary;
- Assists with the review of samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Maintains current register of employees, their appraising managers and reviewing managers;
- Recommends and contributes to the development of mechanisms to track the completion of performance appraisals on an annual basis for all relevant staff members;
- Assists with monitoring the implementation of staff development plans as an important aspect of performance management;
- Ensures that Performance Appraisal records are properly maintained;
- Checks staff eligibility for increments/awards and notifies the relevant HR Officers and provides information for the Managers to transmit to Payroll;
- Prepares/compiles confidential summary PMAS report on appraisal results for the Director, Organizational Development and Performance Management, and identifies authorized users;
- Provides input and prepares/compiles special PMAS related reports as required;
- Performs any other duties as assigned.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Customer and quality focus
- Good interpersonal skills
- Good problem solving, decision making, planning, analytical and organizing skills.
- Goal/result oriented
- Good knowledge of Human Resource Management techniques and practices
- Good knowledge of the Public Service Regulation, Staff Orders, Labour Laws and practices
- Comprehensive and sound knowledge of the Performance Management and Appraisal System as established in the guidelines issues by the Office of the Cabinet
- Knowledge of job analysis, Performance Management and Appraisal processes and methods including writing job descriptions and work plans
- Knowledge of research and data analysis techniques
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Public Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- At least three (3) years' experience in Human Resource Management, preferably in the Public Sector, in an organization of similar size and complexity;
- At least two (2) years' experience working with PMAS;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

Applications accompanied by résumés should be submitted **no later than Friday, 9th March, 2018 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10**

Email: careers@mset.gov.jm

Additional details may be viewed on the Ministry's Website: www.mset.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. Martinez (Mrs.)
for Chief Personnel Officer (acting)