



## Office of the Services Commissions

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### **CIRCULAR No. 20** **OSC Ref. C. 4858<sup>54</sup>**

28<sup>th</sup> January, 2026

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 **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Network Administrator (MIS/IT 5) - Information and Communications Technology Branch (Hope Gardens, Kingston)** - salary range \$4,266,270 - \$5,737,658 per annum.
2. **Commitment Control Officer (FMG/AT 3) – Finance and Accounts (Hope Gardens, Kingston)** salary range \$2,190,302 - \$2,945,712 per annum.

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

##### **Job Purpose**

Under the general direction of the Manager, ICT Infrastructure (MIS/IT 7), the Network Administrator (MIS/IT 5) is responsible for provisioning and maintaining a secure, reliable, and efficient computing and networking environment to improve existing infrastructure, permitting users to perform their functions.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Supports the development of the Unit's Corporate/Operational Plans, Budget, and Individual Work Plans;
- Maintains customer service principles, standards, and measurements;
- Attends meetings and executes directives;
- Represents the Unit at meetings, conferences, workshops, and seminars;
- Prepares and submits reports.

###### ***Technical/Professional:***

- Provides sufficient information technology operational capability to achieve acceptable response times, especially during peak periods, and to minimize downtimes to an acceptable level;
- Resolves complex, undefined server hardware, systems software, or application malfunctions;
- Diagnoses, analyzes, and resolves routine and other system problems to the satisfaction of the end user within the established industry timeframe;
- Installs systems, telecommunications-related and application software, and patches various server platforms;
- Responds to queries related to hardware and software security and implements on-going security awareness programmes for users;
- Observes computer systems and implements parameter tuning geared to improve system performance;
- Customizes modifiable systems files to improve performance, as instructed;
- Provides restricted system information, as requested by authorized personnel;
- Diagnoses, analyzes, and resolves simple routine systems management-related problems;
- Performs programming tasks as required in the development and maintenance of systems processes, procedures, and tools;
- Performs routine systems housekeeping procedures;
- Analyzes logs and provides data for review by the Manager, ICT Infrastructure;
- Assists in establishing secured connectivity with the Internet for related services such as email, web browsing, VPN, FTP etc.;
- Assists with the execution of backup mechanics, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters;

- Monitors system usage to ensure that access to the system and data is done in the prescribed manner and that any violation is detected and addressed;
- Participates in risk analysis and periodic reviews;
- Maintains user authorization files;
- Assists in the installation of servers, computers, and peripherals within the Ministry, its Divisions, and Outstation Offices;
- Inspects and develops assessment reports on infrastructural needs of office locations;
- Prepares operational procedures for equipment use and maintenance of the operating environment;
- Keeps abreast of trends and developments in information and security technologies to enhance systems throughout the Ministry;
- Performs all other duties and functions as may be required from time to time.

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

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

- Good oral and written communication skills
- Excellent customer and quality focus skills
- Methodical
- Excellent analytical thinking skills
- Good problem-solving and decision-making skills
- Excellent teamwork and cooperation skills
- Ability to exercise good initiative
- Good goal/results oriented
- Good leadership skills
- Excellent interpersonal skills

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

- Sound knowledge of local and wide area networking
- Knowledge of Windows Server environments
- Knowledge of Exchange Server environments
- Good knowledge of voice networks and protocols
- Excellent knowledge of virtualization protocols and data centre
- Knowledge of network protocols and diagnostic tools
- Skilled in computer hardware and software maintenance
- Excellent knowledge in network maintenance

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

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline.
- Specialized training in Network Administration would be an asset
- Two (2) years hands-on experience in network and email administration

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

- Work will be conducted in an office outfitted with standard office equipment and specialized systems. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars, and meetings.

## **2. Commitment Control Officer (FMG/AT 3)**

### **Job Purpose**

Under the direct supervision of the Senior Commitment Control Officer (FMG/PA 1) the Commitment Control Officer (FMG/AT 3), is responsible for the providing assistance to the Senior Commitment Control Officer, in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent and Capital Heads of Expenditure.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories:-
  - Inescapable
  - Priority
  - Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts through the Senior Commitment Control Officer – of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

#### ***Technical/Professional:***

- Receives duly signed commitment requisition from Programme Managers;
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to block funds, where appropriate for such commitment;
- Posts commitment Requisition Vouchers on the Government Financial Management System (GFMS);
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Recommends virement of funds, where necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly reports to the Director of Management Accounts on the position of commitments on-hold;
- Commits and logs incoming bills;
- Prepares monthly outstanding bills report and submits to the Senior Commitment Control Officer;
- Performs any other related duties assigned by the relevant authority.

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

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

- Good oral and written communication skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Good analytical skills
- Good judgment skills

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

- Excellent knowledge of Government Accounting guidelines
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's policies, practices and procedures
- Proficiency in the use of relevant Accounting Computer Application

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

- AAT Level 3 or;
- ACCA-CAT Level C/Level 3 or;
- ACCA Level 1 or;
- NVQJ Level 3, Accounting or;
- Diploma in Accounting from an accredited University or Community College or;

- ASc. Degree in Business Studies/ Business Administration from an accredited Tertiary Institution or;
- ASc. Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3 or;
- BSc. Degree in Accounting or Management Studies with Accounting or;
- BBA Degree or;
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications, accompanied by résumés, should be submitted **no later than Tuesday, 10<sup>th</sup> February, 2026, to:**

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

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**