



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 125 **OSC Ref. C.4858⁵⁵**

16th June, 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 posts in the **Ministry of Agriculture, Fisheries and Mining (Hope Gardens, Kingston)**:

1. **Network Administrator (MIS/IT 5) – Information and Communications Technology (ICT) Branch – (Vacant)**, salary: \$4,266,270 per annum.
2. **Payment Officer (FMG/AT 2) – Mines and Geology Division – (Not Vacant)**, salary: \$1,711,060 per annum.

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

Job Purpose

Under the general direction of the Manager, ICT Infrastructure, the Network Administrator 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 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
- 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 Center
- 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 related discipline;
- Specialized training in Network Administration would be an asset;
- Two (2) years' hands-on experience in Network and Email Administration.

Special Conditions Associated with the Job

- 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. Payment Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Accountant, the Payment Officer ensures payments are accurately disbursed in accordance with the guidelines of the Division and the Ministry from the Recurrent Imprest, Appropriation in Aid and Deposit Accounts, and that salary payments are properly monitored.

Key Responsibilities

Technical/Professional:

- Prepares payment vouchers on the accrual accounting system (FinMan) or manually for submission to the Head Office and filing of copy of Payment Vouchers;
- Writes cheques manually or operates cheque printing machine and prints cheques

generated from the system and files payment vouchers for Recurrent Imprest, Appropriation in Aid (A.I.A) and Deposit Accounts;

- Provides for the Certification of Purchase Orders and ensures the accuracy of claims for the Division's accounts;
- Ensures that the Recurrent Imprest is reimbursed on a timely basis;
- Directs monitoring responsibility for the control and payment of salaries and wages (monthly and fortnightly paid) for the Division's staff;
- Prepares Tax Withholding Certificates (TWCs)/3% Specified Services for Suppliers;
- Maintains Memorandum Registers for Utility Charges, Rental and Contractual arrangements;
- Certifies Purchase Orders for goods and services;
- Checks payment vouchers to ensure proper preparation and coding;
- Draws cheques on all Divisional accounts and confirms cheque numbers, data and relevant signatures on vouchers;
- Processes Labour bills for payment, ensuring entitlement and relevant signatures are in place;
- Maintains commitment register to ensure fund is properly monitored and dispensed;
- Posts Payment vouchers on FinMan System;
- Prints cheques (FinMan System).

Other:

- Corresponds with external clients re enquiries and balances eg. JPSCo., Cable and Wireless, among others;
- Corresponds with Personnel and Accounting Units at Head Office, concerning staff and MGD accounting matters;
- Checks revenue cash book, in absence of Accountant;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good problem solving and decision-making skills
- Good analytical thinking skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Teamwork and cooperation
- Ability to work on own initiative.
- Integrity
- Compliance

Technical:

- Knowledge of the FAA Act, other Associated Legislation, Circulars, Directives, Bulletins
- FINMAN System Training
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office Applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/applicable computerized Accounting Systems
- Knowledge of Accounts Payables and GOJ 's payment process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2, **OR**;
- ACCA-CAT Level B/Level 2, **OR**;
- NVQJ Level 2, Accounting, **OR**;
- Certificate in Accounting from an accredited University, **OR**;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University, **OR**;
- ASc. Degree in Business Studies/Business Administration/Management Studies, **OR**;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND), **OR**;
- Certificate in Government Accounting Level 2.

Applications, accompanied by résumés, should be submitted **no later than Monday, 29th June, 2026, to:**

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

Email: 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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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