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CIRCULAR No. 215 **11th November, 2026**
OSC Ref. C.4858[53]

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 **vacant** post of **Network Administrator (MIS/IT 5) (2 posts) in** the **Information and Communications Technology Branch (Hope Gardens, Kingston), Ministry of Agriculture and Fisheries**, salary: $4,479,584 per annum.

Job Purpose

Under the general direction of the Manager, ICT Infrastructure, 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 Plan, 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 assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent customer and quality focus
- Methodical
- Excellent analytical skills
- Excellent interpersonal skills
- Good problem-solving and decision-making skills
- Able to use initiative
- Teamwork and co-operation
- Good goal/results oriented
- Good leadership 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
- Knowledge of Network Maintenance

Minimum Required Qualification and Experience

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

Special Conditions 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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 24th November, 2026, to:**

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

E-mail: 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