



Office of the Services Commissions

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CIRCULAR No. 429 **OSC Ref. C. 6610/S5²⁰**

29th October, 2024

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)** in the **Ministry of Foreign Affairs and Foreign Trade (MFAFT)**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

Under the direction of the Director, Information, Communication and Technology (ICT), the incumbent is responsible for managing the Ministry's Local Area Network (LAN) and Wide Area Network (WAN) to ensure adequate/availability of computing resources, smooth transfer of information, security of data and availability and access to productivity tools that allow users to do their job effectively.

Key Responsibilities

Management/ Administrative:

- Represents the organization at meetings, conferences and other functions related to ICT;
- Manages the System Administrator to ensure that support is available to staff throughout the working hours;
- Works with the ICT Director in planning, problem resolution and reviewing Department performance;
- Provides guidance to the Director on matters relating to ICT;
- Contributes to the preparation of the Department's Budget and other administrative functions;
- Provides guidance to the Director of ICT on matters relating to software development and acquisition.

Technical/Professional:

- Designs a WAN, linking the Ministry and its Missions, to allow for the sharing of resources and services including data, voice, security and personnel;
- Designs and implements SAN (Storage Area Network) infrastructure and consolidating;
- Designs, implements and manages virtual infrastructure utilising full capacity of server hardware;
- Plans and directs the implementation of network infrastructure systems in the Ministry and its Missions;
- Leads the design/re-design, development and implementation of all network infrastructure projects;
- Implements and manages enterprise firewall solutions to support a more complex and robust network infrastructure;
- Plans, manages and participates in the installation and configuration of network devices, including server boxes, operating systems, server software, routers, switches, firewalls, printers etc.;
- Designs and configures network infrastructure services including TCP/IP, DNS, DHCP, etc.;
- Researches and recommends new ICT technologies and services to improve and optimize the Ministry's network systems;
- Designs, develops and implements a comprehensive disaster recovery plan and strategies, incorporating data and systems configuration backup, redundant devices and a test lab;
- Manages VOIP infrastructure, including adding and reconfiguring IP phones, configuring pick up groups and access control and backup of call manager system;
- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Evaluates the Ministry's network systems against established industry benchmarks for performance, security, stability, etc., and plans and implements the improvements of the systems, where necessary;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems and strategies to protect the Ministry's ICT network and data from viruses, external intrusion and internal/unintentional harm;
- Manages the use of key equipment, such as photocopiers and printers to prevent abuse;

- Keeps up to date with the relevant state-of-the-art technology, equipment and/or systems.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies procedures and regulations of the Ministry.

Required Knowledge, Skills and Competencies

- Knowledge and expertise to design, develop and implement LAN and WAN solutions;
- Ability to install and configure Windows 2003/ 2016 Servers and active directory;
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis;
- Expert knowledge of in-house platforms such as Windows 2008/2016 Server, Exchange 2003/2007/2010/2016 Server, FortiGate firewalls;
- Expert knowledge of networking services/protocol such as TCP/IP, DNS, DHCP;
- Expert knowledge of interconnecting Cisco networking devices such as routers, switches, firewalls;
- Knowledge of SAN infrastructure - Fibre Channel/ISCSI;
- Knowledge and expertise to design, implement and manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V;
- Knowledge of current technological developments;
- Expertise in tools of the trade;
- Ability to communicate with and understand the requirements of professional staff in area of speciality;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Effective supervision and leadership skills;
- Good interpersonal relationship building;
- Be abreast of current technological trends;
- Excellent analytical skills;
- Proficiency in utilising existing and/or new technologies.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Information Systems or equivalent;
- Five (5) years' working experience in an IT development environment;
- Professional certification (MCSE, CCNA) in computer networking is highly desirable.

Applications accompanied by résumés should be submitted **no later than Monday, 11th November, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.gov.jm

Further details regarding the position may be obtained from the Human Resource Management and Development Department.

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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**