



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

ICT SUPPORT OFFICER (MIS/IT 4) (2 Positions) INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE

**SALARY SCALE: \$1,406,073.00 – \$1,671,378.00 PER ANNUM AND ANY ALLOWANCE(S) ATTACHED TO THE
POST**

JOB PURPOSE:

To administer the network system(s) of the Institute 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.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

Key Responsibility Areas:

Management/Administration

- Participates in meetings
- Contributes to development of strategic \ operational plans and budget.
- Develops Individual work plan

Technical skills

- Performs 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.
- Implements network security measures in order to protect data, software, and hardware.
- In response to newly identified security threats, rapidly identify and fix any network devices.
- Helps with the roll out of desktops PCs; such responsibilities will include software and hardware upgrade planning and the general execution of desktop rollouts.
- Configures, and test computer hardware, VOIP, networking software and operating system software.
- Recommends changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Performs miscellaneous job-related duties as assigned.

Authority:

Recommends disaster recovery strategies

Performance Standards:

1. Network performance is in accordance with industry standards.
2. Antivirus Up to date and monitored
3. Network services are continuous availability to network users.
4. Systems are upgraded within the week of new updates from developers/manufacturers.
5. Network security implemented and conforms to industry standards.
6. Network is continuously monitored for potential problems, which are then dealt with before they manifest themselves.
7. Network problems are speedily dealt with to ensure minimum system downtime

Internal and External Contacts (specify purpose of significant contacts):

Internal contact

1. All Divisions - Provide IT services

External contact

1. Government ministry
2. Service providers

Special conditions associated with the job:

Will be required to work long hours, after hours and on weekends and public holidays when the need arises

Required Competencies (Core and technical to be specified):

Core Competencies

Oral communication

Problem solving

Team work and cooperation

Initiative

Technical skills

Functional/Technical Competencies

Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, WINS, DHCP and IIS support functions.

Ability to install, configure and troubleshoot Windows 2003/2008 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 2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition.

Minimum Required Education and Experience

- Bachelor's degree or equivalent in an ICT related discipline with two (2) years proven working experience in computer networking or
- Professional certification in computer networking (**MCSA, CCNA**) with
- one (1) year working experience.

Specify licensing or certification necessary for the job

Professional certification in computer networking (**MCSA, CCNA**)

Interested persons should forward their application and résumé **NO LATER THAN Friday, February 9, 2018** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com**

Please note that we thank all for responding but only shortlisted applicants will be contacted.