

POSTAL CORPORATION OF JAMAICA

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position.

INFORMATION MANAGER (MIS/IT 6)

JOB PURPOSE:

The incumbent is responsible to provide technical, Internet and network connectivity across all locations of the Post and Telecommunications Department islandwide. The responsibilities include LAN/WAN availability, server and network hardware, software, and related applications at PTD.

KEY RESPONSIBILITY

- ✓ Provides network design, implantation, definition and coordination of standards, project management, and technology research.
- ✓ Develops, maintains and supports LAN and multi-site enterprise WAN architecture, to support strategic objectives of the organization.
- ✓ Prepares and maintains documentation of network configurations and cabling layouts.
- ✓ Designs, develops, and administers the wireless infrastructure and supporting systems.
- ✓ Develops and monitors policies for the use of network resources.
- ✓ Administers firewall and Internet VPNs.
- ✓ Sets up and configure server hardware
- ✓ Integrates the IP telephony system with enterprise LAN, WAN, wireless LAN, and other Internet-based services and protocols.

Required Knowledge, Skills and Competencies

- ✓ Good oral and written communication skills
- ✓ Good problem solving and decision making skills
- ✓ Planning and organizational skills
- ✓ In-depth knowledge of Windows systems, networking, and data base fundamentals
- ✓ Knowledge of network management, installation and configuration

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ✓ Bachelor of Science degree in Computer Studies/Information Technology from an accredited tertiary institution
- ✓ Cisco Certification or other equivalent industry standard
- ✓ Minimum 7 years' related work experience in network administration.

Applications should be submitted no later than Friday January 31, 2020 to:

**Director Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.