



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 377 **OSC Ref. C. 6222⁹**

5th September, 2022

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 following **vacant** posts in the **Postal Corporation of Jamaica**:

Information Manager (MIS/IT 6), salary range \$2,138,484 - \$2,541,986 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for Internet and Network connectivity across postal points, island wide. The incumbent will ensure adherence to best practices and proven methodologies to promote continuous information operations and the integration of new value-added technical services and technology. The incumbent is responsible for a mission-critical service requiring stability, reliability, and performance optimization. The responsibilities include LAN/WAN availability, server and network hardware, software, and related applications. The incumbent will provide technical expertise.

Key Responsibilities

Technical/Professional:

- Provides network design, implementation, definition and co-ordination 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;
- Monitors, assesses, and reports on Network and Server Bandwidth and resource utilization;
- Co-ordinates and executes upon approved adjustments and changes that increase performance and availability;
- Prepares and maintains documentation of network configurations and cabling layouts;
- Manages all related vendor support contracts for network hardware, software, connectivity;
- Designs, deploys, and administers the wireless infrastructure and supporting systems;
- Recommends upgrades, patches, new applications and equipment;
- Trains Team Members on new hardware or software;
- Develops and monitors policies for the use of Network resources.
- Monitors Network to ensure optimal performance;
- Creates and maintains network users/permissions;
- Administers firewalls and Internet VPNs;
- Sets up and configures server hardware;
- Integrates the IP telephony system with enterprise LAN, WAN, wireless LAN, and other Internet-based services and protocols;
- Ensures integrity and availability of data through continuous assessment of data backup operations;
- Provides advance notification of all planned system and network outages and set realistic expectations on availability;
- Co-ordinates and manages communication with stakeholders during all unplanned outages and incidents;
- Completes, maintains and processes pertinent paperwork and records.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication
- Excellent problem-solving and decision-making skills
- Excellent use of technology and technological skills
- Good knowledge of network design and technology research
- Good knowledge of LAN and multi-site enterprise WAN architecture
- Knowledge of Network, Server Bandwidth and resource utilization
- Knowledge of Network configurations and cabling layouts
- Knowledge of Network user policies
- Knowledge of Firewalls and Internet VPNs

- Knowledge of Integration of the IP telephony system

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Studies/ Information Technology from an accredited tertiary institution with prior experience with IT Service Management and/or IT Asset Management tools;
- Cisco Certification or other equivalent industry standard;
- Seven (7) year's related work experience in Network Administration.

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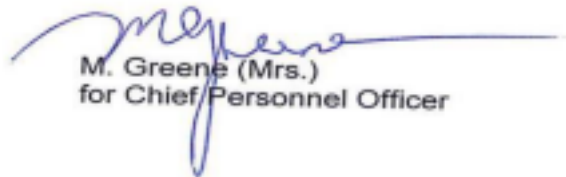
Applications accompanied by résumés should be submitted **no later than Friday, 16th September, 2022 to:**

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

Email: hrunit@jamaicapost.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
