

# **INSTITUTE OF JAMAICA**

**(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)**

Applications are invited to fill the following temporary position in Central Administration of the Institute of Jamaica (IOJ):

## **Network Administrator (MIS/IT 5)**

### **JOB SUMMARY**

To design, configure, install, administer and maintain wide and local area networks (WAN/LAN) and related computer and network devices for optimum performance and security across the Organization.

### **KEY RESPONSIBILITY AREAS**

- Installs and configures all computer, peripheral and network equipment
- Manages and maintains access and availability of the Local Area Network and Wide Area Network
- Installs, configures and tests software on servers and workstations
- Provides information technology support, consultation and training for IOJ projects.
- Provides technical and customer support to network users.
- Maintains security of network by running antivirus software, deleting old/unused files, securing equipment to its location
- Troubleshoots computer hardware and software problems
- Performs backup and recovery of all servers and files
- Administers the Virtual Private Server for IOJ web hosting
- Administers, updates and maintains IOJ Virtual Museum and provide technical support to Virtual Exhibition project team
- Monitors internet bandwidth usage, ensure secured Wi-Fi access to IOJ networks
- Maintains network, including printers, Wi-Fi access devices at off-site locations
- Provides technical support for all IOJ's computer labs and libraries.

### **MINIMUM QUALIFICATION/EXPERIENCE**

- Bachelor's degree in Computer Science or Computer Architecture
- Preferably Microsoft Certified Systems Engineer
- Three (3) years' experience with Microsoft based network systems, Windows Server 2003, 2008 and 2008 r2, 2012 r2 and 2016 r2. Operating Systems: Windows XP, Vista and Windows 7, 8.1 and 10. Microsoft Office Suite (2007 - 2012), Apple technologies and OS and interactive online solutions.

Applications should be submitted no later than **Wednesday, March 23, 2022** to:

**Director Human Resource Development & Management  
Institute of Jamaica  
10 -16 East Street  
Kingston**

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**