INSTITUTE OF JAMAICA
(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

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

Network Administrator (MIS/IT 5)

Salary Range: $4,266,270.00 - $5,737,658.00 per annum

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.

CORE COMPETENCIES
- Oral Communication
- Written Communication
- Teamwork and Cooperation
- Customer and Quality Focus

TECHNICAL COMPETENCIES
- Good knowledge of Windows server 2003,2008 r2, 2012 r2 and 2016 r2, Linux and open source solutions
- Good knowledge of HTML, HTML5, ASP/.NET, PERL, JAVA, PHP programming
- Excellent problem solving and analytical skills
- Good time management and organization skills
- Significant knowledge of or experience in local and wide area networks (LAN/WAN) architecture and enterprise-wide anti-virus software

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 **Monday, April 22, 2024** to:

Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston
Email: personnel@instituteofjamaica.org.jm