



Applications are being invited from suitably qualified candidates to fill the following **vacant** posts in the **Corporate Planning and Administrative Division, Information Communication Technology**:

1. **ICT Security Manager (MIS/IT 7) Pay Band 10 (Vacant)**, salary range \$6,333,301 – \$8,517,586 per annum and any allowance(s) attached to the post.
2. **Application Development Manager (MIS/IT 7) Pay Band 10 (Vacant)**, salary range \$6,333,301 – \$8,517,586 per annum and any allowance(s) attached to the post.
3. **Network Manager (MIS/IT 7) Pay Band 10 (Vacant)**, salary range \$6,333,301 – \$8,517,586 per annum and any allowance(s) attached to the post.
4. **Business Analyst (MIS/IT 6) Pay Band 9 (Vacant)**, salary range \$5,198,035 – \$6,990,779 per annum and any allowance(s) attached to the post
5. **ICT Security Officer (MIS/IT 5) Pay Band 8 (Vacant)**, salary range \$4,266,270 – \$5,737,658 per annum and any allowance(s) attached to the post.
6. **Network Administrator (MIS/IT 5) Pay Band 8 (2 Vacancies)**, salary range \$4,266,270 – \$5,737,658 per annum and any allowance(s) attached to the post.
7. **Web & Mobile Specialist (MIS/IT 5) Pay Band 8 (Vacant)**, \$4,266,270 – \$5,737,658 per annum and any allowance(s) attached to the post.

1. ICT Security Manager (MIS/IT 7)

Job Purpose

Under the general direction of the Director, ICT, the ICT Security Manager, is responsible for managing all aspects of ICT security and risks for the MOFPS', including Cybersecurity, IT Risk Management, Network Defence, Firewall Management, intrusion detection systems, Security risk assessments, IT Security project management, penetration testing, as well as ensuring that there is ongoing monitoring, maintenance and security evaluation of the organization's ICT network and systems. Additionally, the IT Security Manager, will administer the organization's information technology security policies and practices to ensure authorized users can readily access information safely and that the network is protected in the event of eventualities, to facilitate a timely return to normal operations.

Key Responsibility Areas

Technical/Professional Responsibilities

- Develops, designs and implements solutions (security devices and software) to ensure the safety of internal products and information;
- In conjunction with network and system administrators, creates, modifies and updates security systems such as firewalls, antivirus, and IDS/IPS and SIEM software;
- Manages security measures for information technology systems within the wide area networked environment;
- Monitors compliance with information security policies and procedures;
- Performs regular inspections of systems and network processes for security updates;
- Monitors network traffic for breaches and suspicious behaviour;
- Maintains security records of monitoring and incident response activities;
- Prepares specialized cyber threat and situational and incident related reports;
- Leads in the response to breaches in the security system;
- Performs vulnerability and penetration tests across all network segments so as to mitigate against attacks;
- Identifies breaches/threats and, in conjunction with network and system administrators, work to devise and implement steps to defend against them;
- Evaluates and deconstructs Malware Software;
- Analyses current security requirements and makes recommendations for improvements to relevant ICT policies/standards/guidelines and suggestions for authorization roles for file access;
- Analyses cyber and technical threats;
- Conducts periodic audits to identify potential risks on all network segments and to initiate security and safety measures and strategies;
- Designs and conducts sensitization sessions pertaining to the security portfolio;
- Collaborates with key internal stakeholders (management and staff) to assess security needs;
- Collaborates with the Systems Administration Manager in the implementation and maintenance of security frameworks for existing and new systems;
- Consults with relevant stakeholders on the best security practices;

- Keeps abreast of security occurrences/developments locally and internationally;
- Administers information security software and controls;
- Conducts research to keep abreast on ICT security products, services, protocols, standards and industry trends;
- Creates/maintains ICT security policies, standards, and guidelines.

Management/Administrative Responsibilities

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Director, ICT, Deputy Financial Secretary – Corporate Programme Management and other relevant stakeholders;
- Attends Committee meetings and executes directives as necessary;
- Represents Director, ICT at meetings, conferences, workshops and seminars as required
- Supervises the work of the Security Officer

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Development of individual work plan
- Participates in the recruitment and training of staff in the Division;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;

Customer Service Responsibilities

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Competencies

- Good Knowledge of security capacity planning, network security principles, and general network management best practices
- Good knowledge about testing tools and procedures for voice and data circuits.
- Sound knowledge of Security Regulations and Standards
- Excellent knowledge of Risk Management frameworks
- Ability to identify and analyse information security risks

- Sound knowledge of user access control system to prevent unauthorised access, modification, manipulation etc.
- Sound knowledge in data loss prevention techniques
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to MSWord, PowerPoint, Excel and MS Project or other project tool
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Detail oriented
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Cyber Security, Network Security or Security Analyst, Risk and Incident Management or a related discipline;
- Cisco Certified Security Associate (CCNA) or Cisco Certified Security Professional (CCNP)
- Four (4) years related experience, with at least two (2) years in a Network and Security role (with Intrusion Prevention Systems).

OR

- Bachelor's Degree in Cyber Security, Network Security or Security Analyst, Risk and Incident Management or a related discipline;
- Cisco Certified Security Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification;
- Six (6) years related experience, with at least three (3) years in a Security role with Intrusion Prevention Systems).

Special Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

2. Application Development Manager (MIS/IT 7)

Job Purpose

Under the general direction of the Director, ICT, the Application Development Manager is responsible for planning, coordinating, and supervising the activities related to the design, development, and implementation of organizational information systems and software applications. The Manager is also responsible for maintaining, supporting, and upgrading existing systems and applications. The post-holder will apply proven communication skills, problem-solving skills, and knowledge of best practices to guide his/her development team on issues related to the design, development, and deployment of mission-critical information and software systems.

Key Responsibility Areas

Technical/Professional Responsibilities

- Develops and monitors mechanisms to manage the following phases of the application development lifecycle: gather requirements; design code and test application;
- Leads and provides direction for short and long-term planning sessions to ensure understanding of business goals and direction;
- Provides strategic input from a business and ICT perspective;
- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to prioritize immediate business needs and recommends options, risks, and cost vs. benefits;
- Leads development and communicates business requirements and functional specifications for the design and implementation of business solutions;
- Analyzes client operations to understand their strengths and weaknesses to determine opportunities for improvements;
- Provides recommendations for business process redesign/reengineering and documentation as needed for new technology;
- Reviews and approves feasibility studies and draft proposals for evaluation by appropriate users and executive staff members;
- Reviews, edits and approves business case test plans;
- Monitors testing process to ensure that business results are adequately tested with minimal risk;
- Ensures test strategies involve appropriate integration and process components;
- Investigates business problems and develops recommendations for resolution;
- Identifies need for technical assistance to help in problem resolution;
- Keeps clients informed of problems, issues, and resolutions.
- Monitors and analyzes performance metrics to ensure client satisfaction and expectations;
- Establishes measurable individual and team objectives that are aligned with business and ministry goals;
- Devises mechanisms to documents and presents performance assessments;
- Develops analytical framework to be used especially if there is a change in direction;

- Manages the development and implementation of change control processes for the development team to follow;
- Manages the development and deployment of new applications, systems software, and/or enhancements to existing applications throughout the Ministry;
- Ensures that development projects meet business requirements and goals, fulfill end-user requirements, and identify and resolve systems issues;
- Oversees the collaboration of analysts, designers, and system owners in the testing of new software programmes and applications;
- Manages and provides direction for the application development team in support of business operations;
- Oversees the review and analyses of existing applications' effectiveness and efficiency, and develops strategies for improving or leveraging these systems;
- Provides research and makes recommendations on software products and services in support of procurement and development efforts;
- Prepares reports supported by evidence based data to aid in the decision making process;
- Develops/ reviews and amends application software policies, standards, guidelines and operating procedures in accordance to industry standards and best practices;
- Participates in ICT workforce deployment activities and related initiatives;
- Generates appropriate communication, process and educational plans for mitigating the disruption of change;
- Coaches and transfers knowledge to all team members as required.

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Director, ICT, Deputy Financial Secretary – Corporate Planning and Administration Division and other relevant stakeholders;
- Attends Committee meetings and executes directives as necessary;
- Represents Director, ICT at meetings, conferences, workshops and seminars.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;

- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Required Knowledge, Skills and Competencies

- Good knowledge of software and application development best practices
- Strong knowledge and experience with a Software Development Life Cycle (SDLC) and system development methodologies (Waterfall, Prototyping, Lean, Scrum)
- Working knowledge of business analysis tools such as SWOT, Business Process Modelling, Use Case Modelling, GAP Analysis, RACI Matrix, etc.
- Working knowledge of programming languages and databases (PHP, SQL,HTML/CSS, JavaScript, MS SQL Server, MySQL) and development environments/frameworks (LAMO, WAMP, NET,ASP.NET)
- Working knowledge in the use of Content Management Systems (Joomla, WordPress)
- Working knowledge of the principles of project management, time management and problem solving
- Ability to work on multiple projects at varying stages
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Computer Science, ICT, Management Information Systems, Business Administration or a related discipline;
- Specialized training in Software Design or Business Analysis;
- Four (4) years related experience, with at least two (2) years in an Application Development role.

OR

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration or a related discipline;
- Specialized training in Software Design or Business Analysis;
- Six (6) years related experience, with at least three (3) years in an Application Development role.

Special Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

3. Network Manager (MIS/IT 7)

Job Purpose

Under the general direction of the Director ICT, the Manager, Network Administration manages a team and is responsible for network monitoring and analysis, performance tuning, troubleshooting and escalating issues; reducing operational risks and improving availability of the network; ensuring operational tasks are performed reliably and consistently to reduce the risk of unplanned outages, and evaluating new network hardware and software solutions and monitoring the market for emerging technology . Additionally, the Network Manager will collect and analyse operational data (especially incident and change records) to identify emerging trends and log problem records to assist with problem resolution and increased network availability.

Key Responsibility Areas

Technical/Professional Responsibilities

- Designs and deploys the organisation's LANs, WANs, and wireless networks, including servers, routers, switches, UPSs, and other hardware;
- Designs, implements, and supports firewalls, site-to-site VPNs, and remote access VPNs;
- Performs network monitoring and analysis, performance tuning, troubleshooting and escalating issues, including proactive problem resolution and complex problem analysis as necessary;
- Reduces operational risk and improves availability of the network by ensuring network access, monitoring, control, evaluation and documentation practices are maintained and adhered to;
- Develops/reviews and amends network policies, standards, guidelines and operating procedures in accordance to industry standards and best practices;
- Performs operational procedures and ensures tasks are performed reliably and consistently to reduce the risk of unplanned network downtimes;

- Evaluates new network hardware and software solutions and monitors the market for emerging technology;
- Schedules workload and batches ICT operational job packages for Network Administrators;
- Collects and analyses operational data to identify emerging trends and logs problem records to assist with problem resolution and increased network availability;
- Monitors and reports on the performance of network, system and application security solutions to highlight areas of non-compliance and informs the development of improved practices and processes;
- Conducts research on network and security products, services, protocols, and standards to remain abreast of developments in the networking industry;
- Identifies and plans for Network process improvement initiatives in keeping with the mandate of the organisation.

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Director, ICT, Deputy Financial Secretary – Corporate Programme Management and other relevant stakeholders;
- Attends Committee meetings and executes directives as necessary;
- Represents Director, ICT at meetings, conferences, workshops and seminars.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of LAN, WAN, and WLAN design and implementation.
- Good Knowledge of network capacity planning, network security principles, and general network management best practices
- Good knowledge of core routing and switching design principles, best practices, and related technologies (OSPF, BCP, etc.)
- Experience in implementing and managing voice over IP (VoIP) systems desired
- Working technical knowledge of current network hardware, protocols, and
- Internet standards, including CISCO networking devices, CheckPoint, firewalls, remote access, DNS, VLAN, DSL, and Ethernet
- Excellent hardware troubleshooting experience and network monitoring and analysis software
- Good knowledge about testing tools and procedures for voice and data circuits.
- Sound knowledge in defining organisational information security requirements
- Ability to identify and analyse information security risks
- Sound knowledge of user access control system to prevent unauthorised access, modification, manipulation etc.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Advanced IT skills in relation to MSWord, PowerPoint, Excel and MS Project or other project tool.
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Computer Science, ICT, Management Information Systems, Business Administration or a related discipline;
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification;
- Four (4) years related experience, with at least two (2) years in a Network or Security role.

OR

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration or a related discipline;
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification;
- Six (6) years related experience, with at least three (3) years in in a Network or Security.

- role.

Special Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

4. Business Analyst (MIS/IT 6)

Job Purpose

Under the general direction of the Application Development Manager, the Business Analyst is responsible for conducting analysis of functional business processes and functional business requirements and participates in the development of business cases in the support of process changes and/or ICT projects.

Key Responsibilities

Technical/Professional:

- Conducts data gathering and analysis to understand business strategy requirements;
- Contributes to the business short and long-term planning sessions and provides counsel to ensure understanding of the strategic business goals and direction;
- Provides appropriate technical and professional advice;
- Provides strategic input from a business and ICT perspective;
- Assesses client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to assist in identifying business priorities, and may advise on options;
- Designs, builds, tests and maintains data analytics solutions, ensuring that they meet business requirements and user needs;
- Develops and communicates business requirements and functional specifications for the implementation of business solutions;
- Analyzes client operations to understand their strengths and weaknesses to determine opportunities for improvements;
- Provides technical assistance in the development of business case (i.e., research, data collection and analysis);
- Develops user test cases and validates test results during testing;
- Arranges and executes test cases to facilitate the debugging process, changes and simplify integration;
- Develops dashboards supporting strategic support unit activities, such as divisional reporting and risk management;
- Collaborates with Executive management to identify opportunities to apply new business intelligence insights to various areas of the Ministry;

- Investigates, resolves and escalates problems and develops recommendations for resolution;
- Identifies need for technical assistance to help in problem resolution;
- Provides support (i.e., creating reports, research, documentation) for the analysis of client satisfaction data;
- Supports effort to ensure ICT solutions meet client needs.

Management/Administrative :

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Unit for the Orientation and Onboarding programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;

Required Knowledge, Skills and Competencies

- Strong knowledge and experience with a Software Development Life Cycle (SDLC)
- Demonstrated leadership and attention to detail through prior experience at strategic and tactical/implementation levels
- Ability to work on multiple projects at varying stages.
- Strong decision making/problem solving skills.
- Ability to work within and contribute to workflow processes.
- Ability to manage customer's expectations according to internal timeliness and commitments.
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of BA best practice
- Principles of project estimation and planning
- Principles of project management, time management and problem solving
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills

- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Specialized training in Business Analysis;
- Four (4) years related experience, in a Business Analysis environment.

Special Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

5. ICT Security Officer (MIS/IT 5)

Job Purpose

Under the general direction of the ICT Security Manager, the ICT Security Officer is responsible for monitoring and maintenance of the organisation's ICT security systems, as well as providing assistance in the security management function.

Key Responsibility

Technical/Professional Responsibilities

- Participates in the development, design and implementation of solutions (security devices and software) to ensure the safety of internal products and information;
- Assist with the configuration of security systems such as firewalls, antivirus, and IDS/IPS software;
- Performs regular inspections of systems and network processes for security updates;
- Monitors network traffic for breaches and suspicious behaviour;
- Performs vulnerability and penetration tests across all network segments;
- Identifies breaches/threats and, in conjunction with network and system administrators, work to devise and implement steps to defend against them;
- Analyses current security requirements and makes recommendations for improvements to relevant IT policies/standards/guidelines and suggestions for authorization roles for file access;
- Assists with periodic audits to identify potential risks on all network segments and to initiate security and safety measures and strategies;
- Collaborates with key internal stakeholders (management and staff) to assess security

- needs;
- Conducts research to keep abreast on ICT security products, services, protocols, standards
- and industry trends;
- Assists in the creation/maintenance of IT security policies, standards, and guidelines.

Management/Administrative Responsibilities

- Develops Individual Work Plan based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.
- Human Resources Responsibilities
- Contributes to and maintains a system that fosters a culture of teamwork, and commitment to the Division's and organization's goals;
- Assists with the preparation and presentations on role of Division/Unit for the Orientation and Onboarding programme.
- Customer Service Responsibilities
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors for security are identified and meet expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Good Knowledge of network capacity planning and network security principles, and best practices;
- Experience in implementing and managing voice over IP (VoIP) systems desired
- Working technical knowledge of current network hardware, protocols, and Internet standards, including CISCO networking devices, CheckPoint, firewalls, remote access, DNS, , VLAN, DSL, and Ethernet;
- Sound knowledge in that helps to define organisational information security Requirements;
- Ability to identify and analyse information security risks;
- Sound knowledge of user access control system to prevent unauthorised access, modification, manipulation etc.;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced IT skills in relation to MSWord, PowerPoint, Excel and MS Project or other project tool Excellent interpersonal and team building skills Excellent communication skills;
- Excellent interpersonal and team player skills

- Excellent communication skills
- Good analytical and problem solving skills
- Strong customer relations skills
- Good planning and organizing skills
- Good judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT and Management Information Systems or a related discipline;
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification;
- Two (2) years related experience in a Security Administration role.

Special Conditions associated with the job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.

6. Network Administrator (MIS/IT 5)

Job Purpose

Under the general direction of the Network Manager, the Network Administrator is responsible for maintaining the Ministry's computer networks and solving any problems that may occur on them. The duties include installing and configuring computer networks and systems and monitoring computer networks and systems to identify how performance can be improved.

Key Responsibility

Technical/Professional :

- Participates in the development, implementation and maintenance of policies, procedures for network administration;
- Supports major cross-section of networking systems (e.g., remote access systems architecture, network core, building and departmental networks, wide area connectivity);
- Contributes to the design and deployment of the organisation's LANs, WANs, and wireless networks, including servers, routers, switches, UPSs, and other hardware;
- Conducts research on network products, services, protocols, and standards to remain abreast of developments in the networking industry;
- Interacts with vendors, outsourcers, and contractors to secure network products and services;

- Configures networks to ensure their smooth and reliable operation for fulfilling business objectives and processes; Monitors network performance and troubleshoots problem areas as required;
- Installs and tests networking hardware and software products/solutions, and other peripheral devices;
- Creates and maintains documentation as it relates to network configuration, network mapping, processes, and service records;
- Provides assistance to other ICT teams in troubleshooting problems relating to products/solutions;
- Ensures network connectivity of all servers, workstations, telephony equipment, fax machines, and other network appliances;
- Practices network asset management, including maintenance of network component inventory and related documentation and technical specifications information;
- Monitors and tests network performance and provides network performance statistics and reports;
- Participates in managing all network security solutions;
- Collects and analyses operational data to identify emerging trends and logs problem records to assist with problem resolution and increased network availability;
- Collaborates with key internal stakeholders (management and line staff) to assess near and long - term network capacity needs;
- Keeps abreast of changes and new developments in ICT Systems Networking and provides evidence-based recommendations.

Management/Administrative Responsibilities

- Develops individual Work Plan based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.
- Human Resources Responsibilities
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and On-boarding programme.
- Customer Service Responsibilities
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meet expectations;

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of LAN, WAN, and WLAN design and implementation.
- Good Knowledge of network capacity planning, network security principles, and general network management best practices;
- Good knowledge of core routing and switching design principles, best practices, and related technologies;
- Experience in implementing and managing voice over IP (VoIP) systems desired
- Working technical knowledge of current network hardware, protocols, and
- Internet standards, including routers, switches, firewalls, remote access, DNS, , VLAN, DSL, and Ethernet;
- Excellent hardware troubleshooting experience and network monitoring and analysis software ;
- Good Knowledge about testing tools and procedures for voice and data circuits.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool;

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT and Management Information Systems or a related discipline; • Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification;
- Three (3) years related experience in a Network Administration role.

Special Conditions associated with the job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.

7. Web & Mobile Specialist (MIS/IT 5)

Job Purpose

Under the general direction of the Application Development Manager, the Web and Mobile Specialist has primary responsibility for designing and maintaining the MOFPS websites and mobile applications, ensuring that sites are functioning properly and are available to users. The web specialist also tests the speed/ease of access in navigating websites and continuously improves on loading speed.

Key Responsibility

Technical/Professional :

- Develops and maintains knowledge of the Ministry's ICT applications portfolio,

development tools, and development procedures;

- Actively participates in the development and review of business and system requirements to obtain a thorough understanding of business needs in order to deliver accurate solutions;
- Develops high quality software code in accordance with established ICT standards and development guidelines;
- Produces technical documentation that accurately and thoroughly depicts the software design and code base;
- Confers with end users and various divisional representatives in resolving questions of program/system intent, output requirements, input data acquisition, and inclusion of internal checks and controls;
- Performs website and mobile app development, modifications, and enhancements to meet client needs through programming, testing, documenting, and training users;
- Performs adequate testing and evaluation of application development work, ensuring requirements are addressed, basic functionality is achieved ;
- Expeditiously troubleshoots website and mobile application production issues and resolves the concerns ;
- Reviews and analyzes the effectiveness of existing websites and mobile apps and develops strategies for enhancing or further leveraging these systems; Leads cross-functional and technical groups/committees to address the ICT operations of the Ministry and web content in particular, and other areas as required;
- Establishes and maintains effective working relationship with external service providers, customers, and other branches of the division;
- Keeps abreast of trends and developments in ICT and initiates/recommends their use where necessary to improve the work of the department/division.
- Remains current on ICT policies/programmes and related GOJ policies/initiatives to ensure compliance;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in ICT and Web development initiatives.

Management/Administrative Responsibilities

- Contributes to the development of the Section's Corporate/Operational Plans,
- Budget and Individual Work Plan;
- Regulate and manage access rights of different users on website Prepares
- reports to Director, Application Development, the Director, ICT, the Deputy
- Financial Secretary – Corporate Programme Management and other relevant
- stakeholders;
- Attends Committee meetings and executes directives as necessary;
- Represents Director, Application Development, at meetings, conferences,
- workshops and seminars related to web technology.

Human Resources Responsibilities

- Provides leadership and guidance on web and mobile applications issues through effective planning, communication, training, and discipline;
- Coordinates the development of individual work plan ;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Customer Service Responsibilities
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meet expectations;
- Prepares quarterly and/or annually customer service reports in accordance with established standards.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Ability to perform analysis of straightforward system functionality
- Ability to gain detailed knowledge of general web based e and functionality, as well as detailed knowledge of specific sub-systems.
- Working knowledge of commonly used concepts, practices, and procedures as it relates to software development;
- Ability to effectively manage time while working on multiple assignments with/without guidance as to relative priorities of assignments;
- Good knowledge of information technology fundamentals and programming languages including C#. Net, ASP MVC.Net, PHP, and Java;
- Good knowledge of web development tools including JavaScript, Angular JS, JQuery, CSS3 and HTML5;
- Good knowledge of developing stored procedures and transactional SQL
- Sound knowledge of current ICT trends;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

Minimum Required Qualification and Experience

- Bachelor's Degree in Software Engineering, Computer Science, Management Information Systems, or a related discipline;
- Specialized training in Software Design and Business Analysis;
- Three to five (3-5) years related experience, with at least three (3) years in an Application Development role.

Special Conditions associated with the job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.

***Suitably qualified persons are invited to forward a cover letter and résumé no later than
Thursday, November 20, 2025 to:***

*Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston
hrapplications@mof.gov.jm*

Please identify the job title of interest as the subject.
*Detailed information about the position can be accessed on the Ministry's website
www.mof.gov.jm:*

***We thank all applicants for the interest expressed; however, only shortlisted candidates will
be contacted.***