



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

The Ministry of Agriculture, Fisheries and Mining is inviting suitable qualified persons to fill the following post of **Network Administrator (MIS/IT 5) - Vacant** in the **Information and Communications Technology Branch (Hope Gardens, Kingston)**:

**Salary range: \$4,266,270.00 – \$5,737,658.00 per annum**

### **JOB PURPOSE**

Under the general direction of the Manager, ICT Infrastructure (MIS/IT 7), the Network Administrator (MIS/IT 5) is responsible for provisioning and maintaining a secure, reliable, and efficient computing and networking environment to improve existing infrastructure permitting users to perform their functions.

### **KEY OUTPUTS**

- Servers and network performed at optimal level
- Hardware and software installed and configured
- Servers and workstations deployed within agreed time of delivery
- Number of security breaches both internally and externally reduced
- Spread of viruses reduced
- Hardware and software problems diagnosed and corrected
- Disasters minimized or fully recovered
- Telecommunication links established as per schedules
- User support and training delivered

### **KEY RESPONSIBILITY AREAS**

#### **Management / Administrative Responsibilities**

- Supports the development of the Unit's Corporate/Operational Plans, Budget, and Individual Work Plans
- Maintains customer service principles, standards, and measurements
- Attends meetings and executes directives
- Represents the Unit at meetings, conferences, workshops, and seminars
- Prepares and submits reports

#### **Technical/Professional Responsibilities**

- Provides sufficient information technology operational capability to achieve acceptable response times, especially during peak periods, and to minimize downtimes to an acceptable level
- Resolves complex, undefined server hardware, systems software, or application malfunctions
- Diagnoses, analyzes, and resolves routine and other system problems to the satisfaction of the end user within the established industry timeframe
- Installs systems, telecommunications-related and application software, and patches various server platforms
- Responds to queries related to hardware and software security and implements on-going security awareness programmes for users
- Observes computer systems and implements parameter tuning geared to improve system performance
- Customizes modifiable systems files to improve performance as instructed
- Provides restricted system information as requested by authorized personnel
- Diagnoses, analyzes, and resolves simple routine systems management-related problems

- Performs programming tasks as required in the development and maintenance of systems processes, procedures, and tools
- Performs routine systems housekeeping procedures
- Analyzes logs and provides data for review by the Manager, ICT Infrastructure
- Assists in establishing secured connectivity with the Internet for related services such as email, web browsing, VPN, FTP etc
- Assists with the execution of backup mechanics, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters
- Monitors system usage to ensure that access to the system and data is done in the prescribed manner and that any violation is detected and addressed
- Participates in risk analysis and periodic reviews
- Maintains user authorization files
- Assists in the installation of servers, computers, and peripherals within the Ministry, its Divisions, and Outstation offices
- Inspects and develops assessment reports on infrastructural needs of office locations
- Prepares operational procedures for equipment use and maintenance of the operating environment.
- Keeps abreast of trends and developments in information and security technologies to enhance systems throughout the Ministry

#### **Other Responsibilities**

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

#### **PERFORMANCE INDICATORS**

- Percentage of servers and computers performing optimally
- Number of weeks taken to identify inefficient use of system resources
- Time taken to detect users or processes that intentionally or otherwise breach system security
- Percentage reduction in the number of virus attacks on servers when compared with the previous year
- Percentage of specified system configurations implemented with due regard to cleanliness and aesthetics, and without modification
- Percentage of problems resolved within one month
- Percentage of user queries addressed within twenty-four hours after being reported

#### **REQUIRED COMPETENCIES**

##### **Core**

- Good Oral Communication skills
- Good Written Communication skills
- Excellent Customer and Quality Focus skills
- Methodical
- Excellent Analytical Thinking skills
- Good Problem-Solving and Decision-Making skills
- Excellent Teamwork and Cooperation skills
- Ability to exercise good Initiative
- Good Goal/Results Oriented
- Good Leadership skills
- Excellent Interpersonal skills

##### **Technical**

- Sound knowledge of Local and Wide area Networking
- Knowledge of Windows Server Environments
- Knowledge of Exchange Server Environments
- Good knowledge of Voice Networks and Protocols
- Excellent knowledge of Virtualization Protocols and Data Center
- Knowledge of Network Protocols and Diagnostic Tools
- Skilled in Computer Hardware and Software Maintenance
- Excellent knowledge in Network Maintenance

## MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline.
- Specialized training in Network Administration would be an asset.
- Two (2) years hands-on experience in Network and Email Administration.

## CONTACTS

### (i) Internal

Contact	Purpose of communication
Directors	Request for assistance
General Staff	To receive and provide information Report problems

### ii. External

Contact	Purpose of communication
Other Government Agencies	Consult and collaborate on systems and procedures.
ICT Hardware/Software and Services Providers	Providing/requesting information on ICT matters

## SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

## AUTHORITY

- Recommends correct Degradation of System Performance.
- Recommends corrective action for breaches of System Security and/or violations of access privileges.
- Recommends changes to conflicts in policies and/or Administration of Network.

Applications accompanied by resume should be submitted no later than **February 10, 2026** to:

**Senior Director**  
**Human Resource Management and Development Division**  
**Ministry of Agriculture, Fisheries and Mining**  
**Hope Gardens**  
**Kingston 6.**  
E-mail- [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

Please note that we thank all for responding, but only short-listed applicants will be contacted.