



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

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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**

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### 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.