



Memorandum

To: All Members of Staff
From: Andrea Livingstone (Mrs.)
Director, Human Resource Management & Development
Date: July 12, 2021
Subject: CAREER OPPORTUNITY - INFORMATION & COMMUNICATION
TECHNOLOGY DIVISION

Applications are invited from suitably qualified candidates to fill the following position within the **INFORMATION & COMMUNICATION TECHNOLOGY DIVISION**, at the National Land Agency.

NETWORK ADMINISTRATOR (VACANT)

Job Purpose

Reporting to the Network Security Specialist, the Network Administrator should ensure that the computer and communication infrastructure are functional thus contributing to the Agency's goals.

Key Outputs

- Objectives implemented
- Reports developed
- Tasks delegated and monitored
- Performance appraisals conducted
- Staff trained
- Production network maintained
- Infrastructure problems resolved

Key Responsibility Areas:

Management/Administrative Responsibilities

- Prepares and submit reports on network related activities.

Technical /Professional Responsibilities

- Maintains the availability and integrity of the production network, ensuring network connectivity throughout the Agency's LAN/WAN/CAN infrastructure.
- Maintains and improves network performance by performing network monitoring, analysis, and performance tuning.
- Maintains and updates the inventory of ICT related assets (i.e. IP Phones, network switches, routers etc).
- Designs, installs and support LANs, WANs, network segments, Internet and intranet systems.
- Installs, configures, and optimizes communication/network-related hardware (including routers, switches, computers, phones, printers, scanners etc.) and software (including operating systems, IOS, network monitoring software, security updates and patches etc.).
- Analyzes, isolates, troubleshoots and resolves issues
- Determines and recommends network and system requirements.
- Designs and or develops and performs network address assignments.
- Develops, manages, and implements projects within agreed guidelines.
- Makes recommendations relating to the Network, Security and IP Telephony solutions.

- Defines and recommends network and security policies and procedures in accordance with industry standards.
- Collaborates with the Network Security Specialist in administering and maintaining security devices and servers such as firewalls, intrusion detection and prevention systems, gateways, content filters, etc.
- Designs, installs and configures structured cabling (including patch panels, network racks etc.)

Other Responsibilities

- Keeps abreast with trends and development in relevant technology and recommends their incorporation where appropriate
- Performs other related duties assigned from time to time by the Supervisor

Performance Indicators

- Reports are complete, accurate and submitted on time
- Maintain stable network (LAN and WAN)
- Maintain a secure network infrastructure
- Resolve network related problem within established time-frame
- Ensure production network, production computers, etc. are available based on established performance indicators and or SLAs
- Ensure troubleshooting and infrastructure issues are solved within the time specified

Required Competencies/Skills

The post-holder will be able to demonstrate:

- Excellent oral and written communication
- Analytical thinking
- Decision making, problem solving skills
- Planning and organization skills
- Ability to thrive in a team-based environment
- Ability to conduct technical interviews to gather process and systems information
- Sound knowledge of Active Directory and Microsoft Exchange, network technologies

Minimum Required Qualifications and Experience

- Undergraduate degree in Computer Science or related field from a recognized tertiary institution
- At least two years experience as a network/desktop systems administrator

Remuneration Package: Salary Range: \$1,892,725.00 - \$2,032,449.00 p.a.

Full Upkeep: \$ 894,924.00 p.a (with motor vehicle)

A letter of Application accompanied by a *Résumé* should be submitted no later than **July 23, 2021** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
8 Ardenne Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)