Applications are invited from suitably qualified candidates to fill the following position in the National Public Health Laboratory:-

Systems Administrator (MIS/IT 4) (Band 7) (Not Vacant)

Salary per annum: $3,501,526 per annum

Job Purpose:

Reporting to the Director, Information & Communication Technologies and under the direct supervision of the Director, National Public Health Laboratory Services, the Systems Administrator has responsibility for ensuring that all information technology systems in the National Public Health Laboratory and the National Blood Transfusion Services are operational and optimized.

Management/Administrative Responsibilities

- Install, configure and manage the following operating systems at the NPHL and NBTS:
- Windows 2007; 2003; 2000; NT
- Windows 95, 98, XP and Vista and any other operating systems introduce from time to time
- Linux
- Monitor computer server system performance making improvements where necessary
- Upgrade operating systems and existing applications where required
- Troubleshoot and provide solutions for system communication and network problems
- Ensure system availability including e-mail, internet access and Wide Area Network (WAN) connectivity by implementing system to monitor and minimize downtime
- Perform system backup and data recovery procedures in accordance with standard information technology practice
- Implement data security and integrity procedures on all servers and major systems.
- Provide user support and act as liaison between the Systems and Information Technology Branch and users
- Maintain, monitor and administer the Local Area Network (LAN)
- Respond to operating systems problems. Liaise with the Technical Support Services Section to resolve user requests
- Provide technical advise to departments on the procurement of computer hardware and software
- Supervise the operation of the computer training centre

- Maintain warranty and service agreements
- Maintain passwords and access to ensure the privacy of information
- Assist with the preparation and implementation of a computer systems disaster recovery plan
- Liaise with the vendors to resolve issues, plan future development
- Perform other related duties as assigned by the Director, Systems and Information Technology
- Maintain a current software inventory including up-to-date licenses

Technical/Professional Responsibilities
- Functional/Technical Competencies
- Working knowledge of various computer operating systems
- Sound knowledge of Ethernet networks and TCP/IP
- Knowledge of hardware and cabling structures
- Knowledge process for the installation and maintenance of personal computer systems and operating systems
- Sound knowledge of system administration tasks and responsibilities

Minimum Required Education & Experience:
- BSc. Degree in Computer Science or Information Systems, Plus
- A minimum of five years related experience of which two (2) years should be at the system administration level, or
- Any equivalent combination of education and experience

Applications with résumés are to be submitted no later than <u>Tuesday, November 5, 2024</u> to:

Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.