



Ministry of
Education & Youth

ICO 26-36

CAREER OPPORTUNITY

JOB TITLE :

ASSISTANT SYSTEMS ADMINISTRATOR (MIS/IT 3) - VACANT JAMAICA ARCHIVES & RECORDS DEPARTMENT INFORMATION DIVISION

Under the general direction of the Manager, Information Systems, the incumbent is responsible for the implementation and maintenance of an information technology system to support the needs of the Jamaica Archives and Records Department.

REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Computer Science or its equivalent from an accredited tertiary institution;
- Minimum of three (3) years experience in a related field including managing a network/database, data recovery, and backup.

REMUNERATION PACKAGE:

Salary Scale: \$2,190,302.00 to \$2,945,712.00 per annum
(PIDG/AR 5) Salary Scale, Band 5.





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5983. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, FEBRUARY 27, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 -4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Education, Skills, Youth & Information

JOB TITLE:	Assistant Systems Administrator
JOB GRADE:	MIS/IT 3
POST NUMBER:	56689
DIVISION/BRANCH:	Information Division
SECTION/UNIT:	Jamaica Archives and Records Department (JARD)/ Office of the Government Archivist
REPORTS TO:	Automated Systems Manager (MIS/IT 4)
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee Name	_____ Employee Signature	_____ Date
_____ Manager/Supervisor Name	_____ Manager/Supervisor Signature	_____ Date
_____ Head of Division/Unit Name	_____ Signature of Head of Division/Unit	_____ Date
_____ Name of Officer in HRDM Division	_____ Signature of Officer in HRDM Division	_____ Date received

JOB SUMMARY (Reason for Existence)

Under the general direction of the Manager, Information Systems, the incumbent is responsible for the implementation and maintenance of an information technology system to support the needs of the Jamaica Archives and Records Department.

KEY OUTPUTS (Results, Deliverables)

- Technical support provided;
- Audiovisual records inspected and data transferred;
- Audiovisual equipment maintained;
- Assistance in Seminars / Workshops conducted by MIS Manager
- Inventory appropriately maintained and reports prepared.
- Maintain and administer both LAN and WAN infrastructure to ensure optimal performance and reliability.
- Ensure the smooth operation of the database environment by monitoring, troubleshooting, and optimizing database performance.
- Data Protection compliance facilitated
- Database system updates, upgrades and the implementation of new functionality performed.

KEY RESPONSIBILITIES (Key Activities)

ADMINISTRATIVE

- Prepares and submits activity and other reports as requested.
- Keeps abreast of trends and developments in information technology and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Department
- Maintains standards for general operation, systems and data security, backup and recovery.
- Participates in the Development and implementation of a disaster recovery plan for the physical and electronic security of the Department's equipment software and data.
- Assists in ensuring the Department is fully compliant with copyright requirements for all software.

- Assists with the selection of service providers and the procurement of equipment/supplies
- Drafts user-friendly operational manuals and access guides for systems and programmes.
- Document system configurations, procedures, and changes for reference and future troubleshooting.
- Maintain inventory records of hardware and software assets.
- Generate reports on system performance, security incidents, and compliance status for management and auditing purposes.
- Keeps abreast of developments in database systems and advises management on the feasibility and potential impact if they are implemented.

TECHNICAL / PROFESSIONAL DUTIES

Network Design and Maintenance

- Assistance in the maintenance of the organization's network infrastructure, including LANs, WANs, VPNs, and wireless networks.
- Assesses the physical layout of the organization to recommend solutions for the needs of Units and appropriate physical network structure and topology.
- Manages user accounts and assigns access rights to appropriate network resources.
- Maintain network security measures, including firewalls, intrusion detection/prevention systems, and access control lists.
- Conduct regular security audits and vulnerability assessments to identify and address potential risks and vulnerabilities.
- Document network configurations, procedures, and changes, and maintain accurate network diagrams and inventory records.
- Monitor network performance and ensure high availability and reliability through proactive maintenance and optimization.
- Configure and manage network devices such as routers, switches, firewalls, and load balancers.
- Aid in developing network architecture plans and strategies to support current and future business needs.

PERFORMANCE STANDARDS

- Performs other related duties that may from time to time be assigned.
- Handles daily administration of department server and server-based services. Develops scripts to automate tasks, web systems with a database back end. Tests all functions with end users to ensure stability and usability.
- Keeps supervisor informed of project status, emergent issues, problems resolved, and general plans.
- An efficient maintenance and security programme is in place, minimizing risk to equipment and data and reducing downtime and work disruption.
- Programs meet user requirements and are reliable.
- Technical documentation and user guides are drafted to support programs used and maintenance in accordance with established time frames and are user-friendly.
- Network services are accessible and meet established consistency levels.
- Network designs meet established design and quality standards.
- Network services are delivered in accordance with established security standards.
- Systems maintenance and reviews are consistent with established change management guidelines.
- Systems monitoring and review are carried out within an established time frame.
- Conducts thorough research on the implementation of new systems. Prepares information for the Manager in a clear and concise manner.
- Established time frame and procedures are observed in executing data back-up and recovery.
- User support is provided in accordance with established customer service standards.
- Established deadlines, targets and quality standards are consistently met.
- Good coordination and effective working relations exist with other Divisions/Units; and external associates.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- All sections of The Data Protection Act (2020) are being adhered to where the Department is in a state of full compliance with the act.

OTHER RESPONSIBILITIES

- Performs other related duties that may from time to time be assigned.

INTERNAL AND EXTERNAL CONTACTS REQUIRED FOR THE ACHIEVEMENT OF THE POSITION'S OBJECTIVES

Internal	
Contact	Purpose of Communication
MIS Manager	Receive guidance, directives & work assignments Provide technical advice, guidance, feedback, and support on ICT-related matters
Direct Reports	Provide guidance, directives & work assignments Receive feedback and support
Managers/ Supervisors in JARD	Collaboration and sharing information relating to information technology. Provide technical advice, guidance, and support on ICT-related matters.

External	
Contact (Title)	Purpose of Communication
ICT Units within MDA's International Council on Archives Artefactual (AtoM) developer	Collaborate and share information

REQUIRED COMPETENCIES (Identified knowledge, skills, attributes, and mindsets necessary for acceptable job performance)

- Integrity and Confidentiality;
- Excellent oral and written communication skills;
- Excellent time management, planning, and organizing skills;
- Excellent analytical and problem-solving skills;
- Excellent interpersonal and customer relations skills
- Excellent leadership, networking, and relationship-building skills (ability to function as a team player, and work harmoniously with a diverse group of people at various levels externally and internally (international government officials) • Excellent judgment and decision-making skills;
- Knowledge of database management systems and database development life cycle.
- Knowledge of networking systems, such as LAN and WAN.
- Knowledge of open-source software would be an asset.
- Working knowledge of website maintenance.
- Information Technology skills in Microsoft Office Suite (Word, PowerPoint, Excel, and MS Project) or other related software.

MINIMUM QUALIFICATION EDUCATION AND EXPERIENCE REQUIRED •

- A diploma in Computer Science or its equivalent from an accredited tertiary institution.
- Minimum of three (3) years experience in a related field including managing a network/database, data recovery, and backup

WORKING CONDITIONS/SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Required to work beyond normal work hours and on weekends as the need arises.
- Normal office conditions;
- Prolonged periods sitting at a desk and working on a computer;
- Prolonged periods standing working on a server;
- Required to lift boxes with equipment as the need arises.

AUTHORITY TO:

- Allocate user privileges on the database.
- Recommend solutions to database system problems, within the scope of the Ministry's software policies and procedures.

Date of Issue/Update	Job Holder's Signature	Job Holder's Supervisor's Signature
Updated March 2026		