

**The Attorney General's Chambers invites applications from suitably qualified individuals to fill the vacant position of Systems Administrator (MIS/IT 6). Salary range: \$1,758,169 - 2,089,910 per annum**

### **JOB PURPOSE**

Under the general direction of the Director of Human Resource Management and Administration the incumbent is responsible for the effective management and operations of the information communication technology systems within the department; for office automation (including legal research and filing systems); for creating and maintaining databases; for repair and maintenance of equipment and for the delivery of high quality customer service to the users of the department's computer network

### **KEY RESPONSIBILITY AREAS:**

#### **Management/Administrative**

1. Prepares and monitors the implementation plan for the introduction of approved ICT technology;
2. Ensures that the department conforms to established IT policies and standards;
3. Develops, implements and maintains a comprehensive personal computer policy;
4. Establishes functional relationship with the Ministry of Justice's Information Technology Unit to obtain timely resolution of technical operational difficulties;
5. Establishes external linkages with ICT service providers and relevant government agencies;
6. Develops and maintains high standards of customer service relations;
7. Coordinates the purchase of new ICT equipment.

#### **Technical/Professional**

1. Ensures that the Attorney General's Chambers' Information Technology Systems are current and relevant;

2. Designs, recommends and implements LAN&WAN and other communications including electronic mail, voice mail and other enablers;
3. Recommends and implements the use of new development platforms and hardware systems;
4. Ensures that effective systems are implemented to protect the integrity and security of the system;
5. Manages the department's Business Communication Management (BCM) System;
6. Ensures the effective and timely maintenance of all information and communication technology equipment ;
7. Operates daily back-up and ensures the safekeeping of discs;
8. Monitors user access to ensure that no illegal or prohibitive software is installed or that incoming and outgoing access to the intranet/internet is not violated;
9. Ensures the timely installation, configuration and distribution of new hardware and software;
10. Ensures the development and implementation of a comprehensive maintenance programme for all information technology equipment;

### **CORE COMPETENCIES**

Excellent organizing and time management skills  
Sound knowledge of management principles and practices  
Ability to work independently  
Excellent analytical and problem solving skills  
Team Work & Cooperation  
Excellent Written & Oral Communication Skills  
Excellent Time Management skills  
Sound interpersonal and customer focus skills

### **MINIMUM QUALIFICATION/EXPERIENCE:**

- Bachelors of Science Degree in Computer Science/ Information Technology or equivalent

- Experience in multiple IT disciplines such as software development, networking, technical support, systems architecture etc.
- Certifications such as Microsoft Systems, Cisco, CCNA or CISA would be an asset
- Proven senior IT management experience for a minimum of five (5) years

Applications and resumes should be sent to:

**Director, Human Resource Management & Administration**  
**Attorney General's Chambers**  
**2<sup>nd</sup> Floor, NCB Towers (North)**  
**2 Oxford Road**  
**Kingston 5**  
**Or**  
**hrm@agc.gov.jm**

The deadline for receipt of applications is **September 8, 2017.** Please note that only short listed applicants will be contacted.