



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

CAREER OPPORTUNITY

NETWORK OPERATOR (LEVEL 7) (NOT VACANT)

BASIC SALARY: \$2,161,752 to \$2,702,189 per annum

TRAVELLING ALLOWANCE: \$894,924 per annum

Any other allowance applicable to the post

JOB PURPOSE:

Under the direction of the Manager, Information and Communication Technologies, the Network Administrator develops, installs, implements and reviews information applications in keeping with ICT best practices, standards and guidelines.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Participates in the development of the JIPO's strategic and operational plans and budgets.
- Monitors project schedules and targets to ensure that objectives and goals are met and to institute corrective action in a timely manner.
- Participates in the development and presentation of professional programmes to ensure that staff members are equipped to perform at the level assigned.
- Keeps abreast of technological developments in the Information Technology field and related issues.

Technical Responsibilities

- Participates in the acquisition, installation, implementation and maintenance of the JIPO computer network.
- Conducts fact-finding analysis exercises with users throughout the organization.
- Examines and reviews business processes and makes recommendations for modifications.
- Attends to correspondence relating to ICT issues.

- Drafts, reviews and finalises procedural manuals, after consultation with the Supervisor.
- Reviews the Information Technology environment, makes recommendations on technology to be utilized and provides clarification required.
- Submits written reports on duties.
- Undertakes program development, testing, training of users, implementation and evaluation of applications.
- Participates in the development of user and technical manuals.
- Ensures adherence to established standards and guidelines and enhances or develops database structures.
- Participates in the selection and assessment of software packages and in the development of specifications and makes recommendations for the selection of software.
- Provides training for users and user support staff.
- Participates in the setting up and content for websites and intranets and manages the implementation and on-going maintenance of the websites and intranets.
- Drafts and makes recommendations on the standards and procedures of the framework for the development and maintenance of information applications, websites and intranets.
- Assists all staff with networking, troubleshooting and general Information Technology issues
- Vets and edits content for website and social media pages
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

Human Resources Management Responsibilities

- Participates in the internal management of the Unit.
- Participates in the development of a culture of teamwork, employee empowerment and commitment to the organizational goals.

Required Knowledge, Skills and Competences

Core

- Strong oral and written communication skills.
- Good planning and organizing skills.
- Problem-solving and analysis skills.
- Planning and organizing skills.
- Supervisory/management skills.
- Teamwork and interpersonal skills.
- Strong work ethic.

Technical

- Good knowledge of structured software design and programming.
- Knowledge of network protocols and diagnostic tools.

- Computer hardware and software troubleshooting, repair and maintenance.
- Knowledge of integration of multi-vendor application software.
- Comprehensive knowledge of Web Development tools and current programming languages.

Minimum Required Education and Experience

- BSc. in Computer Science or related field or equivalent qualifications.
- Certificate in Networking, Database Management, Website Management or Information Technology would be an asset.
- At least two (2) years related experience.

Applications accompanied by resume should be submitted **no later than SUNDAY, JULY 24, 2022** to:

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

**Email: hrma@jipo.gov.jm
Website: <https://www.jipo.gov.jm/>**

Please note that we thank all for responding, but only short-listed applicants will be contacted.