



NATIONAL FISHERIES AUTHORITY

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ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE **CHIEF EXECUTIVE OFFICER** AND THE FOLLOWING REFERENCE QUOTED.

April 22, 2025

The National Fisheries Authority is inviting applications from suitably qualified and experienced persons to fill the following positions:

SYSTEM ADMINISTRATOR (LEVEL 6)
SALARY SCALE (\$3,501,526- \$4,709,163) PER ANNUM

IF YOU BELIEVE YOU POSSESS THE ABOVE QUALITIES AND A STRONG DESIRE TO HELP THE AUTHORITY FULFILL ITS MANDATE, SUBMISSION OF APPLICATIONS ACCOMPANIED BY DETAILED RESUME INCLUDING THE NAMES OF TWO (2) REFEREES SHOULD BE SUBMITTED VIA THE WEB NO LATER THAN **FRIDAY, MAY 9, 2025** TO:

SENIOR DIRECTOR
CORPORATE SERVICES DIVISION
NATIONAL FISHERIES AUTHORITY
2C NEWPORT EAST
KINGSTON 11
E-MAIL: fisherieshr@nfa.gov.jm

We appreciate your interest in these positions; however, only shortlisted applicants will be contacted.

Systems Administrator

JOB PURPOSE

Under the direct supervision of the IT Infrastructure Engineer, the incumbent will assist with the provision and maintenance of a secure, reliable and efficient computing and network environment, that permits users to perform their functions.

KEY RESPONSIBILITY AREAS

Technical and Professional Responsibilities

- 1. To provide sufficient information technology operational capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level.**

Assists in providing a secure, reliable and efficient computer environment by:

- Resolving complex, undefined server hardware, systems software or application malfunctions.
- Diagnosing, analyzing and resolving routine and other systems problems as they occur.
- Installing systems, telecommunications-related and application software, and patches on various server platforms.
- Responding to queries related to hardware and software security and implementing on-going security awareness programmes for users.

Assists in optimizing system performance by:

- Monitoring computer systems and implementing parameter tuning geared to improve system performance.
- Customizing modifiable systems files to improve performance as instructed.
- Providing restricted system information as requested by authorized personnel
- Diagnosing, analysing and resolving simple routine systems management-related problems
- Performing programming tasks as required in the development and maintenance of systems processes, procedures and tools.
- Performing routine systems housekeeping procedures.
- Analysing logs and providing data for review by Infrastructure Services Manager.

- 2. To support the information requirements of all divisions of the Ministry in a timely, responsive and cost-effective manner.**

Ensures the security and integrity of the networked computer system by:

- Maintaining user authorization files.
- Participating in risk analysis and periodic reviews.
- Assisting in devising measures for back-up, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters.
- Monitoring system usage to ensure that access to the system and data is done in the prescribed manner, and any violation is detected and addressed.

Assists in establishing secure connectivity with the Internet for related services such as email, web browsing, VPN, FTP etc.

Assists in maintaining Mail, Web and Intranet servers.

3. To continue to upgrade and expand existing hardware to accommodate the growing information and data processing needs of the Ministry.

Assists in the installation of servers, computers and peripherals within the Ministry, its departments and off-site divisions by:

- Inspecting sites to assess infrastructure needs.
- Preparing operational procedures for equipment use and maintenance of operating environment.

Assists in monitoring the supply of electricity to computers and related equipment to always ensure the availability of clean and continuous power, except for scheduled maintenance.

Keeps abreast of trends and developments in information technology especially in networking and communication related devices, system software and diagnostic tools.

OTHER RESPONSIBILITIES

- Performs other related functions assigned from time to time.

AUTHORITY

To make recommendations to correct any degradation of system performance.

To make recommendation for corrective action for breaches of system security and / or violations of access privileges.

To make recommendation for changes to conflicts in policies and / or administration of network.

PERFORMANCE STANDARDS

- To provide information technology capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level.
- To support the information requirements of all divisions of the Authority in a timely and cost-effective manner.
- To continue to upgrade and expand existing hardware to accommodate the growing information and data processing needs of the Authority.
- % of servers and computers performing optimally.
- Time taken to identify inefficient use of system resources.
- Time taken to detect users or processes that intentionally or otherwise breach system security.
- % reduction in the number of virus attacks on servers when compared with the previous year.
- % of specified system configurations implemented with due regard to cleanliness and aesthetics, and without modification.
- % of problems resolved within one month.
- % of user queries addressed within twenty-four hours after being reported.
- Disasters minimized or fully recovered.
- Computer systems are available to end-users, except for planned interventions such as preventative maintenance on servers, implementation of new releases of software etc.

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest

Core Competency	Required Level (1-4)	Technical Competency	Required Level (1-4)
Oral Communication	3	Expert Knowledge of local and wide area network architecture	3
Written Communication	3	Sound Knowledge of network protocols/maintenance and diagnostic tools	3
Interpersonal Skills	3	Sound Knowledge of Office 365 Exchange and Azure directory	3
Customer & Quality Focus	3	Excellent Network maintenance	3
Planning and organizing	3	Knowledge of Structured Design and programming	3
Problem Solving & Decision Making	3	Knowledge of Microsoft SQL Server 2000/2003 Database	3
Teamwork & Cooperation	3	Knowledge of Programming with Microsoft Visual Basic.NET	3
Integrity	3	Excellent Computer hardware and software troubleshooting, repair and maintenance	3
Initiative	3	Use of Technology: Proficiency in relevant Microsoft Software	3
Adaptability	3		
Analytical Thinking	3		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- B. Sc. In Computer Science or related field from a recognized institution
- At least 2 years hands–on experience in network and email administration.
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SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions
- May be required to visit outstations islandwide