

Systems/Security Administrator

USF - Bridging the information gap.....Internet Access for Everyone

The Universal Service Fund invites applications for the position of Systems/Security Administrator to develop its information technology plan/strategy and manage the organisation's computer systems, applications, networks, databases and website to ensure that adequate, secured, trouble free computing facilities are consistently available for discharging the organization's mandate and to ensure that current online information is consistently available for public consumption.

CORE RESPONSIBILITIES:-

- The System Analyst will continuously review the Organization's computing facilities and propose necessary changes to ensure that adequate facilities are consistently available to effectively discharge the Organization's responsibilities.
- Installing and configuring computer hardware operating systems and applications.
- Troubleshooting system/network problems, diagnosing/solving hardware and software issues
- Planning and organizing the implementation of new hardware and software.
- Evaluating the computing facilities to detect any vulnerabilities and implementing adequate protection and prevention systems to ensure the sanity of the networks and applications.
- Responding promptly to any reports of failures/degradations of computing facilities
- Interfacing with hardware and software suppliers to plan scheduled maintenance or updates.
- Maintaining a record of all computing licences; ensuring that they are renewed as appropriate.
- Setting up new users' accounts and profiles and dealing with password and security issues.
- Reviewing/maintaining/executing efficient and effective database/applications backup procedures
- Providing technical assistance to Community Access Point projects Administrators & and other projects Island wide.
- Preparing and maintaining relevant systems documentation (creation of policies & procedures)
- Managing the Organization's website to ensure it remains current, vibrant & consistently available

REQUIREMENTS:-

- BSc. degree in Information Technology, Computer Engineering, or equivalent; with at least Three years hands-on IT experience.
- Knowledge of the administration of MS SQL Server; Experience in the application and use of Personal Computers, operating systems, applications; Computer skills specific to web-based technologies including strong knowledge of HTML, HTML5, CSS, XML, XSLT, ColdFusion (essential), Java, NET, JavaScript, Web Design, Drupal, e-commerce, mobile apps, PHP (hypertext preprocessor) and web services; and Knowledge of communications technologies including LAN, WAN, wireless network, peer-to-peer or client server architecture.
- Excellent interpersonal, oral and written communications skills; and outstanding observation, analytical and problem solving skills; with sound technical knowledge about IT, security of systems and latest developments in the field and sufficient knowledge of IT issues and solutions to identify needs and evaluate options.

Ownership of a reliable motor vehicle, approved for use on corporate business is a requirement.

Submit applications no later than Friday 2018 November 23 to:

hr@usf.gov.jm or

The Human Resource/Administration Manager

Universal Service Fund

4th Floor, PCJ Resource Centre

36 Trafalgar Road, Kingston 10

The Universal Service Fund (USF), an agency of the Ministry of Science and Technology is a statutory body with a mandate for discharging the government's responsibilities for universal ICT services under the Telecommunications Act. The USF has the responsibility to collect and manage the Universal Service Obligation Levy imposed on incoming international telephony calls.

We extend our appreciation to all applicants. However, only shortlisted applicants will be contacted.