



CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

Network Administrator (Computer Services)

Basic Salary Range: \$5,198,035.00 - \$6,990,779.44 per annum

Job Scope

Under the supervision of the Computer Services Manager, the Network Administrator assists in building, maintaining, monitoring and troubleshooting effective computer, data, and communications networks for the Agency.

Core Functions

- Liaises with the Computer Services Manager and the Director ICT in order to understand and support the delivery of Government's communications programme through optimal use of the network system.
- Monitors network performance through personal interventions and user feedback and resolves problems in consultation with the Computer Services Manager.
- Carries out routine operations such as hardware and software maintenance and upgrading.
- Installs and configures computer networks and systems. Analyses and troubleshoots any problems that may arise with computer networks and systems.
- Carries out modular hardware repairs (substitutions) and upgrades such as memory expansion and fitting and configuring new drives.
- In consultation with the Computer Services Manager, ensures that system security measures are in place and in effect at all times. These include password management, physical security of IS/IT equipment (access) and system protection from both physical and electronic environment (hackers, viruses, confidentiality of data and information stored on website, etc.).
- Prepares and submits budget items for equipment and assembly costs for consideration.

Minimum Qualification and Experience

- A Bachelor's degree in Computer Studies, Systems/Network Engineering or equivalent qualifications in a closely related field.
- At least three (3) years systems development work experience in the IS/IT industry, including network or systems engineer.

Required Competencies

- Excellent communication and customer service skills.
- Good problem solving, critical thinking and time management skills.
- Understanding and full working knowledge of network systems and Intranet solutions including system design and operation.
- Ability to work with industry standard hardware, operating and application software and Internet protocols.
- Ability to design and write user specifications and operating procedures.

Applications along with résumés should be forwarded no later than Friday, May 8, 2026 to:

The Director, Human Resource Management & Development
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.