

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Manager, Systems & Network Administration

The Integrity Commission invites eligible candidates to submit applications for the position of Manager, Systems & Network Administration. The incumbent is accountable to the Director, Information Technology and Business Processes for the effective and efficient management of the systems and network. This is accomplished via astute leadership and management of the Systems and Network Security team and liaising with stakeholders, internal and external. The IT Infrastructure will be within the mandate of the Integrity Commission's Act and will ensure the Entity achieves its Mission and Vision in a sustainable manner.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Major Responsibilities

1. Leadership in expanding, maintaining and adapting the IT infrastructure to industry best practices.
2. Ensures enterprise level interoperability between systems and networks deployed across the organization.
3. Management of the system administration, networking and security projects and activities. This starts with the definition, verification and validation of business needs, involves all stages of the infrastructure deployment and ends with the review of implemented solutions.
4. Communication of IT systems, network and security concerns to relevant stakeholders.
5. Engages in strategic planning at various levels to ensure enterprise wide solutions and resource silos are avoided.
6. Facilitates assistance or assist all organization units in the determination and verification of business needs. This includes new IT components or changes to existing IT infrastructure.
7. Facilitates elicitation or assist with the elicitation of business requirements. The incumbent will be responsible for the extraction of the needs, capabilities and infrastructure requirements of the proposed systems and networks.
8. Facilitates or assist with stakeholder management ensuring all persons affected by or associated with proposed IT infrastructure changes are engaged in a timely manner.
9. Determining impact of proposed infrastructure changes on stakeholders.
10. Facilitates or assist with the creation of infrastructure requirements based on business needs. These include functional and nonfunctional requirements.

11. Facilitates or assist with the investigation and provision of solution options based on stated business requirements.
12. Development of Key Process Indicators and evaluation criteria for the Systems and Network Security Unit.
13. Development of infrastructure upgrade plans for in house developed system based on internal and external factors in the IT landscape.
14. Assesses the performance of the Systems and Network Security Unit to determine areas of excellence and opportunities for growth/improvement.
15. Assists in Integrity Commission enterprise planning activities especially as it relates to the use of Information Technology and how it can assist, integrate, automate and expedite processes to realize business needs in a timely and efficient manner.
16. Liaises with all members of Information Technology and Business Processes Division as necessary to determine the Division's capacity to support solutions needed to satisfy business requirements.
17. Makes suggestions to organization on ways to improve business functions via automation.
18. Automates repetitive Unit tasks.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Computer Science, Management Information Systems, Business Administration, or other related field, or
- Formal Training in the System Administration and/or Network Security
- Minimum of three (3) years' experience in a similar position, preferably in a Public Sector Organisation.

Other Desirable Qualifications & Experience that would be an asset

- Certification in systems architecture – Microsoft Certified Solutions Expert (MCSE), Server+, Linux+, etc
- Certification in network architecture – Cisco Certified Network Professional (CCNP), Cisco Certified Network Associate (CCNA) , Network+, VMware Certified Professional, Wireshark Certified Network Analyst (WCNA)

- IT Security and Cybersecurity Certification – Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Certified in Risk and Information Systems Control (CRISC), Certified Ethical Hacker (CEH), Fortinet Network Security Expert (NSE), Security+, etc
- Project Management Certification – PMP, PRINCE2, CAPM
- Agile Methodologies

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Stakeholder engagement skills.
- Excellent Analytical Skills.
- Requirements elicitation skills
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Ability to communicate with persons of varied Information Technology competencies in both written and oral formats and to deal effectively
- Ability to represent process of varied complexity in a in simple, easily understood, nontechnical manner
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.
- Effectively plan and manage time.

Specific Knowledge

- Software Project Management Domain.

Working Conditions

- Typical office environment, travel may be required to engage external stakeholders.
- Willingness to work beyond normal working hours as the situation may demand.

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Basic Salary: \$5,597,715.00 - \$7,528,304.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, June 9, 2023 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.