



THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

OFFICE AUTOMATION & EQUIPMENT ENGINEER (MIS/IT 4)

Job Purpose

To effectively design, install and manage the Commission's wired and wireless communications hardware and software networks and ensure the stable operation and security of the organization's ICT infrastructure. This includes maintaining, supporting, and optimizing key technical areas particularly the firewalls, storage and network infrastructure, server infrastructure, data communications and desktop computing platforms.

Core Functions

- Configures and maintains local area network, wide area network, network devices, communication systems, servers, and storage systems.
- Preventive and corrective maintenance of Storage Systems, Servers, Firewalls, Network and Communication Infrastructure and peripheral devices.
- Monitors and enforces the confidentiality, integrity and availability of networking infrastructure, storage systems, servers and desktop computers.
- Resolves hardware/software interface and interoperability problems.
- Manages and maintains active directory.
- Collaborates with hardware/software suppliers.
- Assists in the implementation of ICT related projects.

Required Knowledge, Skills and Abilities

- Working knowledge of storage area networks, firewalls and cybersecurity practices
- Knowledge and expertise to formulate, develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Ability to conduct research of issues and products as required
- Ability to prioritize and execute tasks in a high-pressure environment
- Proven analytical and problem-solving abilities
- Strong customer service orientation
- Experience working in a team-oriented, collaborative environment

Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or Electronic Engineering or equivalent
- Three (3) years' experience in server and network administration, hardware repairs and maintenance
- MCSA or CCNA or other ICT Certification would be an asset.
- Good oral and written communication skills

Applicants must own or operate a reliable motor vehicle.

Salary is within the approved government scale plus motor vehicle upkeep allowance.

Applications should be submitted by **May 6, 2022** to:
The Director, Human Resource Management
P.O. Box 671, G.P.O.
Kingston
Email: hr@ej.com.jm

We thank all applicants for their interest, but only shortlisted candidates will be contacted.