

GOVERNMENT OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

FIREARM LICENSING AUTHORITY

JOB TITLE	SYSTEMS ENGINEER
JOB GRADE	MIS/IT4
POST NUMBER	
DIVISION	Information Systems & Technology
REPORTS TO	Manager, Information Systems
REMUNERATION	\$3,094,839.00 per annum

Job Purpose

- Ensure that the performance and availability of the server and network infrastructure is maintained to the highest standard. Also, to diagnose and resolves complex local area network issues
- Perform installation and maintenance activities on computer and related peripherals

Key Outputs

- PC's maintained
- Hardware and software infrastructure installed.
- All logs and equipment maintained
- Network security monitored
- Technical support given

Key Responsibilities Areas:

- Properly execute the data communication transmission procedures in a timely manner
- Manage system security by :
 - a. setting up proper backup facilities
 - b. managing password security
 - c. conducting system security checks

- Prepare sites for network installation
- Installation and support of new server hardware and software infrastructure;
- Conform to system schedules;
- Do preventative and corrective maintenance of PC's, attach peripherals etc., in accordance with directives from the Director;
- Maintain fault log of all equipment maintained;
- Attend to request for equipment maintained promptly;
- Keeping abreast of technological trends and advise the Manager, Information Systems/Analyst of relevant issues;
- Implement and monitor network security;
- Maintain documentation regarding network configuration, operating procedures, and service records relating to network hardware and software;
- Ensure all request for resources and technical support are dealt with within the guidelines set out in the policies and procedures of the Authority.
- Assist where necessary in repairs, removal and stripping down of hardware

Other Responsibilities

- Perform other related duties as assigned by the Director or Manager, Information Systems/Analyst.

Authority (decision the post holder has the power to make or recommend)

- Locate and modify all inconsistent data
- Trace and log all records of data supplied

Performance Standards

- Assignments, volume targets and deadlines are met.
- Confidentiality and integrity are exercised in the execution of duties.
- All requests for technical assistance are completed satisfactorily
- Accurate reports are produced with agreed timeframe.

Internal and External Contacts:

Internal Contacts

Contact	Purpose of Communication
Heads of Departments & Senior Staff	Provide portfolio related assistance

External Contacts

Contact	Purpose of Communication
N/A	

Working Conditions:

Work is performed primarily in a standard office environment.

Required Competencies:

Core

- Knowledge of computer network systems infrastructure requirements and standards.
- Ability to install, configure, and maintain personal computers, networks, and/or related hardware.
- Computer network systems planning skills.
- Knowledge of current technological developments/trends in area of expertise.

Minimum Required Education and Experience

- First Degree in Computer Science/Information Technology or equivalent from a recognized institution with at least 1 year experience in a related field, **OR**
- Diploma in Computer Science/Information Technology with at least three (3) years experience in a related field.

