



**The Board of Governors, MONA PREPARATORY SCHOOL is seeking to recruit a suitably qualified candidate to fill the position of ICT SERVICES ADMINISTRATOR**

#### **JOB SUMMARY**

The incumbent will be responsible for the installation, operation and security of all the School's ICT infrastructure, equipment, devices, and services, and any other computer/telecommunications devices, internet and other web services, licensed and FOS systems/services, digital media content, website and any other social media forums.

#### **Applicants should meet the following criteria:**

- Bachelor's degree in Computer Science, Information Technology or Management Information Systems, or equivalent from a recognized tertiary institution.
- Industry-accredited certification is regarded as an asset.
- At least two years' experience in a similar capacity.
- Self-motivated, results-oriented, and capable of functioning effectively with minimal supervision.
- Strong interpersonal skills along with good oral and written communication skills.

#### **SPECIFIC RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Administer the learning management system used by the School (i.e. SmartTerm) which includes administering all categories of user accounts and providing tier-one help-desk support to all users.
- Administer the video conferencing system (i.e. Zoom) used by the School for its remote teaching & learning and online meeting platform.
- Manage the collection and collation of content for presentation and dissemination via the website and other digital media channels, as applicable.
- Troubleshoot operational and/or performance issues reported by staff members pertaining to ICT infrastructure or equipment/devices or web portals, and initiate appropriate action to effect resolution within the shortest time practicable.

**Interested persons should submit their applications with ATTN: ICT SERVICES ADMINISTRATOR in the subject line by January 15, 2021 to:**

**[jobvacancy@monaprep.edu.jm](mailto:jobvacancy@monaprep.edu.jm)**

**While we appreciate all expressions of interest, only short-listed candidates will be contacted.**