



PRIVATE SECURITY REGULATION AUTHORITY The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to engage the services of the following posts

1. System Administrator (LEVEL 8)

Salary - \$1,775,810.00 – \$2,110,880.00 p.a.

Summary of Duties

The incumbent is responsible for the maintenance of the Information Technology (IT) infrastructure within the Private Security Regulation Authority to ensure security, integrity, and accessibility of data. This includes responsibility for providing systems support, training and maintenance functions for existing computer systems and recommending and implementing IT solutions to improve efficiency and effectiveness of the Authority's operations.

Qualification and Experience

- A first degree in Computer Science/Information Technology Systems or equivalent
- Certificate in Web page programming, coding, and design
- At least three (3) years' experience in a related field.
- Excellent knowledge of Windows 2000/NT, Microsoft Office Suite.
- Working knowledge of TCP/IP protocol.
- Experience in network administration and Structured Query Language (SQL);
- Working knowledge of web development software and internet/intranet design.
- Knowledge of maintaining website(s) and its content on an ongoing basis
- Project Management experience

Specific Knowledge and Skills

- Expert knowledge of Microsoft Office and Windows Operating Systems and all application software.
- Good knowledge of Network Administration.
- Knowledge of Web Development Software.
- Web page Programming Coding & Design and Internet Design.
- Self-motivated, enthusiastic and pro-active team player.
- Knowledge of ID Application Software and Hardware.
- Ability to work under pressure.
- Strong analytical, problem solving and communication skills.

Strategic Objectives

- To facilitate the installation and maintenance of software applications in order for continuity and enhancement of the Authority's computer system.
- To participate in the development, implementation and maintenance of Policies, Procedures in accordance with the stipulated guidelines and regulations.
- To participate in the provision of sensitization / training sessions which are in alignment with the needs of the job holders, strategic direction of the Authority's and in accordance with the requisite guidelines.
- To provide support to end users to facilitate them in carrying out their duties which are in alignment with the strategic objectives of the Authority.
- To provide strategic technical duties which facilitate the Information Communication and Technology Services in the achievement of its objectives.

Interested persons should submit their letter of application and resume to:

applications@psra.gov.jm. by **June 28,2021** for the attention of:

The Human Resource Manager
Private Security Regulation Authority
12 Ocean Boulevard
Kingston



PRIVATE SECURITY REGULATION AUTHORITY

The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to engage the services of the following post for its head office in **Kingston**.

1. Administrative Assistant - LEVEL 6

Salary \$1,200,699.00-\$1,427,254 p.a.

Summary of Duties

Provides secretarial and administrative support services to the Executive Director of the PSRA

To provide support to the Board of Directors in order to facilitate them in carrying out their duties which are in alignment with the strategic objectives of the Authority

Qualification and Experience

- Certified Professional Secretary (CPS) qualification
- Diploma in Administrative Management level 3 from Management Institute for National Development
- Graduate of a recognized secretarial institution
- Seven (7) years' experience at a senior secretary level

Specific Knowledge and Competencies Required

- Excellent typing skills
- Excellent knowledge of Microsoft Office
- Good knowledge of protocol and office etiquette
- Excellent knowledge of current office equipment
- Excellent methods of filing
- High level of confidentiality, tact and diplomacy

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