



**THE GRENADA SOLID WASTE MANAGEMENT AUTHORITY IS
HEREBY EXTENDING AN INVITATION TO PERSONS TO FILL
THE POSITION OF
IT SPECIALIST/OFFICER**

Overview of GSWMA

The Grenada Solid Waste Management Authority (GSWMA) is a statutory organization established by the Government of Grenada through an Act of Parliament sited as The Grenada Solid Waste Management Authority Act No. 11 of 1995.

This Act mandates the GSWMA to develop waste disposal facilities to cater for solid waste treatment and disposal in the state of Grenada and provide collection and transportation of residential solid waste to such facilities. The Grenada Solid Waste Management Authority is the only body responsible for such services in the state of Grenada.

The Minister with responsibility for the Environment in the Ministry of Climate Resilience, Environment, Forestry, Fisheries, Disaster Management and Information heads the governance structure of the Authority. A board of directors comprising nine members and a General Manager oversees the general operations of the GSWMA.

The Authority is financed through implementation of the Environmental Levy Act and its work is supported by other legislation and declarations such as The Waste Management Act 2002 which is enforced by the Ministry of Health -EHD & RGPF, The Abatement of Litter Act 2015, The 2018 Non Biodegradable Waste Control Act and the Grand Anse Declaration on Principles for Sustainable Development, among others.

At present, the IT support services and management is contracted to a private business, based on the Linux operating system. The computing needs of the organization has grown significantly in both scope and complexity, and therefore, the Authority has reached a critical junction, where it has become necessary to conduct a comprehensive evaluation of the existing operating system and make the necessary changes to accommodate its current needs.

Specific Duties:

- Upgrade and maintain the web-page.
- Support the network, intranet and internet.
- Back up of all data, information and files.
- Trouble shoot and remedy issues with operating systems.
- Support and facilitate the operation of internal communications.
- Complete and maintain inventory of IT system.
- Upgrade to current trends in software and hardware.
- Advise the Authority on IT investments.
- Support staff in solving technical IT problems.
- Provide I.T. related training to staff based on the need of the Authority.
- Monitor all network connected devices for security issues.
- Full time on-call help desk support.
- Any other IT/IS related duties as may become necessary for effective management and maintenance.

Qualification/Experience:

- Knowledge of operating LINUX and WINDOWS OS
- A Certificate in IT/IS or related area with a minimum of 2 years working experience, or at least 5 years proven experience in the management and maintenance of IT/IS systems.
- Operating and maintaining networks.
- Working knowledge in cloud base and virtual systems.
- Ability to work outside of regular working hours and on weekends.
- Ability to work in a team oriented environment.
- Must be able to communicate well.

Applications accompanied by a resume should be addressed to:

Administrative Officer
Grenada Solid Waste Management Authority
P.O. Box 1194
Grand Anse, St. George
E-mail: gndswma@gswma.com

DEADLINE FOR RECEIPT OF APPLICATIONS: MARCH 20th, 2020