



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 97** **OSC Ref. C.4857<sup>15</sup>**

8<sup>th</sup> May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Software System Administrator (MIS/IT 5)** in the **Island Traffic Authority (ITA)**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general supervision of the Director, Island Traffic Authority, the incumbent is responsible for administering the Island Authority Vehicle Management System island-wide and update/manage the database associated with the System.

#### **Key Responsibilities**

- Liaises with E-gov, Tax Administration Jamaica (TAJ) and Jamaica Customs Agency to verify motor vehicle information;
- Adjusts motor vehicle information;
- Performs upgrades and modifications to existing database systems to reflect changing user requirements and technology in a dynamic environment;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Monitors the daily upkeep of the System;
- Codes and tests software solutions on software development platform used in-house;
- Rolls out custom database to users;
- Conducts training of employees in the Depots island-wide in the use of the ITA's Vehicle Management System;
- Ensures that the staff who interfaces with the System, adheres to the policies and procedures that governs the System;
- Manages the ITA Motor Vehicle Management System;
- Develops and updates the user Manual for the System;
- Maintains accurate documentation of all custom developed database software solutions including source codes and programme logic flow diagram;
- Conducts satisfaction survey to measure level of satisfaction with newly developed/deployed database systems;
- Documents database changes to reflect modification, upgrades, etc.;
- Responds to approximately one hundred and fifty queries daily in regards to the importation of new vehicles, etc.;
- Manages the movement of officers who interfaces with the System across the fifteen (15) Depots island-wide.

#### **Required Knowledge, Skills and Competencies**

##### ***Technical:***

- Quick learner and working knowledge of software design, development and implementation on a network platform
- Working knowledge of the development and use of Client/Server applications
- Good knowledge of the Windows 2000/2003 network platform
- Good knowledge of SQL Server and the VB 6 and NET platforms
- Good knowledge of Database Programming concept and practice
- Working knowledge of Open Source Platforms and solutions
- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Ability to code programme from programme logic diagram
- Good software documentation skills
- Knowledge of current technological developments/trends in area of expertise

**Core:**

- Ability to use initiative
- Excellent problem solving and decision making skills
- Good customer relations skills
- Good ethics and integrity
- Good time management skills
- Excellent oral and written communication skills
- Ability to work in teams
- Excellent technical skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Computer Science or Management Information System or equivalent from a recognized tertiary institution;
- One (1) year's experience in related field;
- Professional certification in Database Management.

**Special Conditions Associated with the Job**

- Will be required to travel island-wide;
- Will be required to work long hours, after hours and on weekends and public holidays, when the need arises.

Applications accompanied by résumés should be submitted **no later than Thursday, 21<sup>st</sup> May, 2020 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

**Email: hr@mtw.gov.jm**

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**