



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 157 **OSC Ref. C.5850¹²**

9th July, 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 **Spatial Data Analyst (MIS/IT 5)** in the **National Spatial Data Management Branch, Ministry of Economic Growth and Job Creation**, salary range \$1,856,491 - \$2,206,784 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the GIS Projects Manager, the Spatial Data Analyst is required to carry out GIS data collection exercises using Global Positioning System (GPS) Units, meta-data development and management and use geospatial technology and analysis tools, to manipulate and analyze GIS Datasets. The Analyst will also be responsible for preparing, designing and creating maps and charts for public consumption.

Key Responsibilities

- Analyzes, designs, prepares and prints digital and paper maps for both Public and Private Sector clients;
- Monitors and reviews the operations of the VRS Network - gFix.Net
- Research and review end user GPS applications and makes recommendations towards the development of local applications by:
- Undertaking the GIS projects for internal and external clients – inclusive of
 - ✓ Data base design
 - ✓ Data Capture and input/entry
 - ✓ Data Analysis;
- Provides full and on-going training assistance for LICJ Geoinformatics training, GISSEP and other related training requirements;
- Provides metadata collection and management support to LICJ members and maintain the Metadata Portal;
- Maintains a broad knowledge of state-of-the-art technology, equipment, software use and GIS systems;
- Co-ordinates the signing of Multi-Agency Licence Agreements for IKONOS and other map products between the Ministry, LICJ Member Agencies and other stakeholders;
- Monitors and assesses the various uses of the IKONOS dataset by member agencies through periodic surveys and reports;
- Seeks partners and capital to procure large scale orthoimagery of the island;
- Manages the Metadata Data Collection and Management Programme;
- Provides technical support, institutional support and direction where and when needed for Government Ministries, Agencies and Statutory Bodies, on spatial database design, complex GIS analysis using specialized software and general spatial data and database management processes;
- Provides technical secretariat functions for the VRS Management Committee;
- Develops and implements cost schedule and pricing structure for the printing of maps and the provision of Spatial Data;
- Assists with GIS projects completed and delivered to clients within a given time scope;
- Transfers and delivers IKONOS and large-scale map dataset, to clients within agreed time frame;

- Ensures that Monthly and Quarterly Reports are prepared as per Divisional specification and submitted within agreed timeframe;
- Ensures that Cabinet Submissions are prepared according to guidelines and submitted within established timeframe.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Strong interpersonal skills
- Ability to work in teams
- Excellent problem solving and decision-making skills
- Accuracy and attention to detail are critical
- Ability to work on own initiative
- Ability to work in a team and independently when required
- Technical knowledge of GIS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of ESRI suite of ArcGIS and ERDAS Imagine software
- Competency in the collection and management of metadata and related tools
- Competency in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Experience with ESRI ArcGIS Desktop 10x including spatial analyst and 3D analyst extensions

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
 - Two to three (2-3) years' experience in related field;
- or**
- Diploma in Computer Studies or equivalent, plus three (3) years' experience in related area.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd July, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resource@megjc.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**