



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 227
OSC Ref. C. 6608⁸

16th September, 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 **Management Information Specialist (MIS/IT 4)** in the **Institute of Jamaica, Ministry of Culture, Gender, Entertainment and Sport**, salary range \$1,644,447 - \$1,954,731 per annum and any allowance(s) attached to the post.

Job Purpose

To provide technical support in the areas of Website Development, Administration and Management, Cyber Security, Creation of Online and Mobile Application and Computer Repair and Maintenance for the Institute of Jamaica, in particular the Natural History Museum of Jamaica (NHMJ) division.

Key Responsibilities

Management /Administrative

- Prepares monthly reports;
- Assists with Budget preparation.

Technical/Professional

- Provides first level computer and technology support to NHMJ, including hardware and software maintenance and IT best practices;
- Provides Information Technology support, consultation and training for IT related projects and/or activities;
- Assists Database Administrator with back-up of all IOJ-wide databases and Digital Assets Management Systems;
- Liaises with IT Department on procurement of computer systems, hardware and software required for IT related projects/processes done within the NHMJ;
- Designs, develops and administers nine (9) of the IOJ's major websites, as well as the three (3) Jamaica Clearing-House websites, including the Jamaica Biosafety and Biodiversity for High Schools;
- Designs and implements online/mobile applications for dissemination of information throughout the Organisation;
- Collaborates with NHMJ's staff, recommends and/or implements IT related innovative solutions;
- Assists NHMJ's staff in Digitization and GIS related training and/or activities;
- Provides technical assistance with the development and maintenance of Geographic Information System (GIS);.
- Assists System Administrator in the operation of ArcGIS Server management;
- Reports to the IT Department on updates for licenses and software in the NHMJ;
- Assists the IT Department in the development and implementation of IOJ-wide data back-up and security procedures;
- Assists the IT Department in the research and implementation of new or emerging technologies to fulfil NHMJ's functional needs;
- Troubleshoots and resolves computer related problems throughout IOJ;
- Assists in the creation of interactive content for NHMJ Exhibition Gallery's Touchscreen Kiosks, Mobile Exhibit(s) and Virtual Museum;
- Provides technical assistance to IOJ's Outreach Mobile Exhibit periodically;
- Performs other duties assigned by the Manager Information Technology.

Required knowledge, Skills and Competencies

Core

- Excellent oral and written communication
- Teamwork and co-operation

- Customer and quality focus

Technical

- Excellent Knowledge in HTML/HTML5, ASP/ASP.Net, Java scripting, PHP, CSS for web development.
- Experience in WordPress, Joomla or Drupal.
- Experience in MySQL and MS Access database.
- Working knowledge of cyber security.
- Working knowledge of Multimedia Tools such as Photoshop and Illustrator.
- Proficiency in Windows technologies (Win 10/8/7/Vista/XP/Server 2003/2008R2).
Excellent skills in diagnosing and repairing software applications and computer

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or any Information Technology related field from a recognized tertiary institution
- Experience in using ArcGIS would be an asset.
- Three (3) years' experience in website design and development, database management and helpdesk support.
- Cyber security certification would be an asset.

Special Conditions associated with the job

- Required to move computer and audio visual equipment over long distances and rough terrain.
- Work outside of usual hours and weekends
- Ability to stand for extended periods
- Officer may be asked to perform duties and tasks outside of the responsibilities of the post.
- Officer required to travel to various locations across the island.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 29th September, 2020 to:**

**Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm

FAX # 922-1147

Please note that only short listed 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**