



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 224

OSC Ref. C. 5849¹¹

10th 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 **Manager, LPMS Database (MIS/IT 5)** in the **Office of the Parliamentary Counsel (OPC), Ministry of Justice**, salary range \$1,856,491 - \$2,206,784 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Chief Parliamentary Counsel, the Manager, LPMS Database is responsible for providing system support for the optimal operation of the Legislation Production Management System (LPMS) as relates to its maintenance, availability and usage and should act as a contact point and interface between the OPC and the wide range of stakeholders.

Key Responsibilities

- Assists with the management of the LPMS;
- Ensures Enterprise Content Management (ECM), including effective storage and retrieval of all physical (hardcopy) and electronic documents;
- Maintains the OPC Electronic Workflow Database;
- Ensures administration of access rights and monitoring the functioning of the Database as it relates to OPC users;
- Ensures effective recording and reporting of OPC data;
- Resolves ICT user issues or, as appropriate, collaborating with the Ministry's ICT Unit to resolve those issues;
- Conducts diagnostic system tests and recommends solutions for improving efficiency, effectiveness and reliability;
- Ensures that the data is updated, current and accessible, as and when needed;
- Ensures compliance with the documented and agreed requirements;
- Responds to system enquiries and escalates where necessary;
- Monitors the maintenance of Database Tables in the LPMS application;
- Assists in monitoring of the application and takes corrective action to prevent or minimize system down time;
- Troubleshoots to resolve system related problems; data issues, validates results sets recommends and implements process improvements;
- Works closely with internal customers, analyzes problems provides support to users having difficulties with application, creates and maintains reports;
- Assists users in creating report specifications;
- Maintains internal SSRS Reports and ad-hoc SQL scripts;
- Performs and maintains data extraction and imports;
- Conducts periodic analysis data needs;
- Monitors issues of Data Integrity/Migration (validation, clean-up and mapping);
- Sets up authorized users on the system to perform their assigned function;
- Assists in providing training and technical assistance to users;
- Maintains a record of expiration dates of software licences and installation of software updates;
- Prepares monthly report.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines

- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to work independently and as a part of a team
- Knowledge of Office Management and administrative procedures and practices
- Knowledge of the principles and practices of Public Administration

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Basic knowledge of Pension statutes, legislation, regulations policies and procedures
- Knowledge of Records Management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act, Archival Act and FAA Act

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related field;
- Training in Database/Systems Management;
- Two (2) years working experience especially with SharePoint.

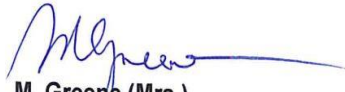
Applications accompanied by Résumés should be submitted **no later than Wednesday, 23rd September, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: careers@moj.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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)