



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 278** **OSC Ref. C. 6000<sup>7</sup>**

9<sup>th</sup> November, 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 **System Analyst/Software Engineer (MIS/IT 5)** in the **Police National Computer Centre, Jamaica Constabulary Force**, 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 Manager, System Maintenance and Development the System Analyst/Software Engineer designs computer systems to meet the Jamaica Constabulary Force information processing needs. This includes conducting systems analysis on the problems identified and formulating specifications for computer programmes to be used in the coding, testing and debugging of programmes.

#### **Key Responsibilities**

- Writes required specifications for Computer Programmes, identifying steps in the programme and required procedures;
- Analyzes and finds computer solutions for problems identified;
- Prepares documentation and User's Manual for programmes designed;
- Tests and implements programmes;
- Integrates new programmes into the Central Database to ensure data integrity;
- Co-ordinates tests and observes initial use of the systems to ensure that it perform as planned;
- Plans and implements Computer Security System for database access control;
- Provides profile for new users;
- Modifies and creates different profiles for different group of users;
- Creates systems forms and menus;
- Sets up codes and tables for day to day operations;
- Works along with Programmer Analyst in understanding problem and translating designs to programme codes;
- Keeps up with rapid changes in Programme Languages and Technology;
- Prints various reports on request;
- Performs any other duties assigned from time to time by the Supervisor/Director PNCC.

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

##### **Core**

- Excellent analytical, problem solving, and decision make skills.
- Excellent interpersonal, people management and customer service skills.
- Ability to communicate effectively in oral and written formats at all levels.
- Ability to multi-task and prioritize among conflicting demands
- Initiative
- Customer and quality focus

##### **Technical**

- Expert knowledge of computer programming
- Knowledge of systems design and implementation in a database environment
- Expert knowledge of data transmission procedures
- Knowledge of technical and user-related aspects of a personal computer environment
- Expert knowledge of software design, development and debugging

- Ability to execute business requirements analyses
- Ability to guide business case development processes

**Minimum Required Qualification and Experience**

- First Degree in Computer Science from a recognized Tertiary institution
- At least two (2) years' experience in System Development and programming.

**Special Conditions Associated with the Job**

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

Applications accompanied by résumés should be submitted **no later than Friday, 20<sup>th</sup> November, 2020 to:**

**Senior Director  
Human Resource Management & Development  
Jamaica Constabulary Force  
NCB South Tower  
3<sup>rd</sup> Floor  
2 Oxford Road  
Kingston 5.**

Email: [hrbranch@jcf.gov.jm](mailto:hrbranch@jcf.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**