



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 336**  
**OSC Ref. C.4858<sup>37</sup>**

**21<sup>st</sup> December, 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 **Cartographer (SOG/ST 4)** in the **Agricultural Land Management Division, Ministry of Agriculture and Fisheries**, salary range \$1,061,136 - \$1,261,358 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direction of the Senior Cartographer (SOG/ST 6), the Cartographer (SOG/ ST 4) is responsible for the organization and presentation of information in a graphical format (maps, graphs and charts through survey notes, original maps aerial photographs or other records). The Cartographer develops maps, charts, diagrams and related graphs from aerial photographs and research, together with map specifications (size, scale and production) used by Planners and a range of agricultural stakeholders for land use surveys and Land Evaluation Analysis.

There is also the responsibility to participate in associated research, verifications and calculations in support of high level cartographic work.

**Key Responsibilities**

***Technical/Professional:***

- Collects, compiles, analyzes and interprets geographic information;
- Examines, records and survey notes and develops production specifications;
- Processes information which entails coding, categorizing, calculating, tabulating or verifying information or data;
- Supports the Senior Cartographer on field visits to determine or verify data or to conduct investigations, for example on soils or land use and land classification;
- Scans and geo-references maps;
- Applies the appropriate project systems for utilization in mapping locations;
- Participates in field visits;
- Calculates and produces estimates for maps, aerial photographs and charts.

**Required knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good customer relations skills
- Excellent interpersonal skills
- Good conflict management skills
- Methodical
- Ability to work in a team

***Technical:***

- Excellent analytical skills
- Excellent problem-solving and decision-making skills
- Sound knowledge of GIS technology and its application in agriculture and land planning
- Sound knowledge of data capture techniques - remote sensing and GP
- Knowledge of the Government's/Ministry's policies and procedures
- Proficient in the use of relevant computer software

**Minimum Required Qualification and Experience**

- Associate Degree in Urban and Regional Planning, Physical Planning or related area;
- OR**
- Five (5) CXC/GCE O' Levels inclusive of Mathematics, English Language, Technical Drawing and two (2) years' experience in the field.

**Special Conditions Associated with Job**

- Exposure to chemical fumes and ultra violet rays from Blue Ray Machine;
- Extended exposure to rays from computer monitor.

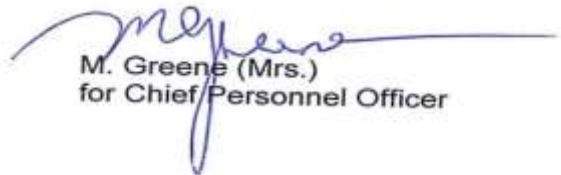
Applications accompanied by résumés should be submitted **no later than Tuesday, 5<sup>th</sup> January, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

E-mail: [hrm@micaf.gov.jm](mailto:hrm@micaf.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