



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 14
OSC Ref. C.6000⁷

15th January, 2021

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 following **vacant** posts in the **Police Department**:

1. **GEO-Code Supervisor (MIS/IT 4) – Research, Planning and Legal Services Branch**, salary range \$1,644,447 – \$1,954,731 per annum and any allowance(s) attached to the post.
2. **Information Security Officer (MIS/IT 4) – Information and Communications Technology Division**, salary range \$1,644,447 – \$1,954,731 per annum and any allowance(s) attached to the post.

1. GEO-Code Supervisor (MIS/IT 4)

Job Summary

Under the supervision of the Manager, Statistics and Information Management Unit, the incumbent provides technical expertise and ensures that GIS data is captured to required standards. He/she is also responsible for maintaining the integrity of the database, performing spatial and statistical analysis, as well as creating models for the Jamaica Constabulary Force (JCF) to support crime detection, preparedness, prevention and response.

Key Responsibilities

Technical/Professional:

- Conducts complex spatial analysis to determine patterns, trends and correlations;
- Designs, updates and maintains the JCF geo-database;
- Assists in the provision of GIS technical support for internal clients;
- Monitors hardware and software systems to ensure functionality and report any related problems to the Computer Centre;
- Verifies database and data integrity;
- Analyzes data contained in database;
- Writes technical procedures and documentations for the applications including operations, user guide, etc.;
- Assists in troubleshooting technical issues and identifies modifications needed in existing applications to meet changing user requirements.

Administrative:

- Preparation of monthly, quarterly, progress and annual reports;
- Designs and delivers GIS training;
- Attends meetings, seminars and conferences relating to the advancements in GIS technology;
- Liaises with internal and external stakeholders;
- Designs information sheets to facilitate easy data capture and processing;
- Identifies opportunities that can improve efficiency of business processes;
- Performs any other responsibilities assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good Interpersonal skills
- Excellent oral and written communication skills
- Strong customer relation skills
- Good problem-solving and decision-making skills
- Good time management and analytical skills
- Methodical

Technical:

- Sound knowledge of Information Communication Technology and Applications
- Sound knowledge of GIS software
- Sound knowledge of data capture techniques such as remote sensing and GPS
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Information Communication Technology or a spatially related Science such as Urban and Regional Planning, Geography or Land Surveying, from a recognized University, plus two (2) years' work experience.

Special Conditions Associated with the Job

- Long working hours on computer;
- Rugged terrain expected whilst conducting field work;
- Security escort required whilst conducting data collection and mapping activities in certain locations.

2. Information Security Officer (MIS/IT 4)**Job Purpose**

The incumbent is required to protect information and prevent unauthorized access to and on the network, as well as manage issues surrounding virus, firewall configuration and maintenance in keeping with the mandate of the Division.

Key Responsibilities**Technical/Professional:**

- Develops implements and maintains security policies, standards and procedures to protect the Department's computer infrastructure, networks and data;
- Administers daily LAN and WAN, including system performance, stability, integrity, security and troubleshooting;
- Configures, tests and maintains switches, routers and firewall to ensure that data and the network(s) are secure and kept confidential;
- Ensures that only authorized devices have access to the network;
- Ensures end users receive timely information and knowledge about how to treat potential virus;
- Conducts systems checks with the aim of identifying security threats, reporting breaches and making recommendation for corrective actions;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;
- Provides end user support, including problem resolutions relating to network access and communication issues;
- Maintains currency of knowledge with respect to relevant security of data, network, devices and communication;
- Performs any other related duties assigned from time to time by the Information Technology Director.

Required Knowledge, Skills and Competencies**Technical:**

- Ability to configure, secure and maintain network security to include upgrades and maintenance of hardware, firewall, router, switches, mobile devices
- Ability to perform penetration testing, document the result and make recommendations
- Expert knowledge of in-house platforms such as Windows server, ISA Server and Antivirus' Corporate Editions
- Demonstrable ability to identify complex problems and review related information to develop and evaluate options and implement solutions

Core:

- Good presentation, oral and written communication skills
- Good problem solving skills and tenacity
- Excellent analytical skills
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Telecommunications Network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution, plus four (4) years related working experience;
- OR**
- Diploma in Computer Studies or equivalent from a recognized tertiary institution, plus four (4) years related working experience.

Special Licensing or Certification Necessary for the Job:

- Professional certification (**Security +**) is highly desirable.

Special Condition Associated with the Job

- Will be required to work beyond regular working hours.

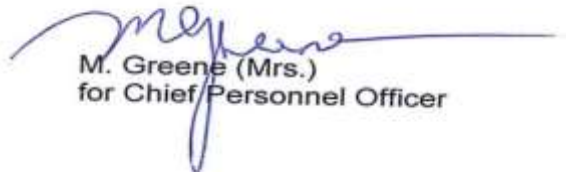
Applications accompanied by Résumés should be submitted **no later than Thursday, 28th January, 2021 to:**

Senior Director
Human Resource Management and Development
Jamaica Constabulary Force
NCB South Tower, 3rd Floor
2 Oxford Road
Kingston 5

Email: 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.


 M. Greene (Mrs.)
 for Chief Personnel Officer