



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 136
OSC Ref. C. 6608⁸

26th April 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 **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 design, develop, administer and manage all Websites and online applications for the Divisions/Departments of the Institute of Jamaica (IOJ). As well as to provide first line technical support in areas of Cyber Security, website backup and recovery, computer hardware/software repairs, ArcGIS, and web-related technology training delivery to all staff, including the Natural History Museum of Jamaica.

Key Responsibilities

Management/Administrative:

- Prepares monthly reports;
- Assists with budget preparation;
- Assists with IOJ-wide Website maintenance schedule;
- Assists with the update of IOJ-wide Web Standard, Backup and Recovery Policy.

Technical/Professional:

- Designs and develops Websites and/or online applications and makes accessible via Internet or Intranet;
- Administers and manages all IOJ existing Websites, ensuring W3C compliance;
- Ensures all security protocols are in place and up-to-date for all IOJ's Websites and online applications;
- Develops and implements strategies to reduce and/or eliminates Cyber Security risks;
- Improves and add new functionalities to existing Websites and online applications;
- Performs backup and/or recovery related activities for all Websites and/or online applications.
- Provides general hardware and software assessment, diagnosis, repair and maintenance technical support for Departments/Divisions across IOJ;
- Provides Website or application programming expertise for all web/mobile related projects;
- Develops virtual exhibitions and makes accessible via the Virtual Museum;
- Assists NHMJ's staff in Digitization and GIS related training and/or activities;
- Provides technical assistance with the development and maintenance of Geography Information System (GIS);
- Assists the IT Department in the creation of interactive content for Websites, NHMJ Exhibition Gallery's touchscreen Kiosks, Mobile Exhibit(s) and Intranet;
- Creates and updates as needed all documents/information on GIS, Cyber Security and Website related hardware and software;
- Performs other duties assigned by the Manager Information Technology

Required knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Teamwork and co-operation
- Customer and quality focus

Technical:

- Practical knowledge in programming languages such as HTML/HTML5, ASP/ASP.Net, Java scripting, PHP and CSS used for web site development
- Excellent graphic and website design skills

- Experience in WordPress, Joomla or Drupal
- Experience in MySQL, MS SQL, and PHP Admin.
- Working knowledge of Cyber/IT Security
- Working knowledge of Multimedia Tools, especially Adobe products such as Adobe Photoshop and Illustrator
- Understanding of online marketing and SEO
- Understanding in Virtualization technologies

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related discipline from a recognized tertiary institution;
- Experience in using ArcGIS would be an asset;
- Two (2) years' experience in design and development of websites using HTML, HTML 5, JQUERY, JAVASCRIPT, CSS and PHP;
- Minimum one (1) year work experience using ASP.NET, Content Management Systems, such as WordPress or Drupal, and Virtual Tour software;
- 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.

Applications accompanied by Résumés should be submitted **no later than Friday, 7th May, 2021 to:**

**Director Human Resource Development and 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**