



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 150
OSC Ref. C. 5851¹⁵

5th May, 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 **Ministry of Education Youth and Information**:

1. **Business Development Officer (MIS/IT 6)**, – in the **Information and Communication Technology Division**, salary range \$2,056,235 - \$2,444,217 per annum and any allowance(s) attached to the post.
2. **Auditor (FMG/AS 2) – (Schools) – four (4) Positions** in the **Internal Audit Division**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Systems Engineer (MIS/IT 5) – two (2) Positions** in the **Information and Communication Technology Division**, salary range \$1,856,491 - \$2,206,784 per annum and any allowance(s) attached to the post.
4. **Database Administrator (MIS/IT 4) – three (3) Positions** in the **Information and Communication Technology Division**, salary range \$1,644,447 - \$1,954,731 per annum and any allowance(s) attached to the post.

1. Business Development Officer (MIS/IT 6)

Job Purpose

Under the general direction of the Manager, Business and Application Development, the Business Development Officer is to translate business needs and/or ideas into technical functional requirements and prepare associated documentation; collaborate with functional and technical personnel to design and implement appropriate and innovative software solutions and evaluate the results.

Key Responsibilities

Technical/Professional:

- Collaborates with functional and technical stakeholders to analyse business problems, and assists in designing, implementing and maintaining appropriate software solutions;
- Provides guidance Units to envision the future and how their work will need to change to support/remain relevant;
- Researches, evaluates, designs and recommends technology solutions to address the Ministry's business needs;
- Collaborates with team members on solution design delivery within assigned projects while working closely with affected stakeholders;
- Provides technical advice in the development and implementation of Strategic Information Technology (IT) Security Plans for the management and protection of sensitive materials and documents;
- Provides technical advice in the development and implementation of ICT (Information and Communication Technology) initiatives to aid the modernization process within the Ministry;
- Evaluates completed projects to determine goal satisfaction, on-going maintenance requirements, and change of controls/revision procedures;
- Audits computerized systems and maintains the related working papers;
- Prepares technical diagrams describing the logical operational steps of programmes and ensures they are documented and filed;
- Researches and provides the necessary information to complete requirements documentation that will address the Ministry's operational needs and business initiatives;
- Reviews and maintains system requirements/specifications and ensures that requirements/documents clearly, concisely and accurately state the Information System needs of the affected Business Unit;

- Interprets business information requirements and translates them into data structures which support software development exercises;
- Participates in workshops, seminars and software solution demonstrations for users;
- Conducts needs analysis and resource allocation studies to determine the most effective use of IT resources, and human capital resources;
- Collaborates with Business Units, Technology Teams and Support Teams in the development of ICT solutions;
- Collaborates with the e-Gov Agency in the development of any software;
- Makes recommendations to help evolve and improve the Ministry's Information Technology infrastructure;
- Keeps abreast of trends and developments in Information Technology and makes recommendations where the Ministry may benefit from the implementation of such technology.

Management/Administrative:

- Makes recommendations to the Director, Business and Application Development on improvements in the processes/functions within the Section in order to enhance efficiency;
- Prepares Reports on activities at required intervals;
- Provides status updates on activities implemented;
- Performs any other related functions assigned from time to time by the Manager Business and Application Development.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent customer service skills
- Excellent analytical and problem solving skills
- Strong interpersonal skills
- Good project management skills
- Good presentation skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to lead or work as part of a team
- Ability to manage multiple tasks simultaneously and achieve under tight deadlines
- Ability to gather and interpret relevant data and information
- Attention to details

Technical:

- Sound knowledge of the analysis and documentation of complex business processes
- Excellent knowledge of current technological trends with respect to software development
- Good knowledge of the Jamaican education system

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Systems or Computer Science, Enterprise Computing or equivalent qualifications;
- Knowledge of related ISO Standards and Guidelines;
- Professional certification in relevant information technology areas from a recognized institution;
- Three (3) years' experience in software development.

Special Conditions Associated with the Job

- Required to travel to Regional Offices and various entities within the Education Sector island wide;
- Required to possess a valid Driver's licence and a reliable motor vehicle.

2. Auditor (FMG/AS 2)

Job Purpose

Under the general supervision of the Senior Auditor, the Auditor (Schools) is responsible for conducting Audit assignments in the Government Funded Educational Institutions island-wide to determine compliance with the provisions of relevant laws, regulations, policies and guidelines and to evaluate the efficiency, economy and operational effectiveness of management and financial controls and established systems and where necessary recommend appropriate measures to be taken.

Key Responsibilities

- Assists with Audit planning by collecting/analyzing data/information;
- Conducts Entrance/Exit Interviews;
- Conducts assigned Audit activities in accordance with the instructions given by the Senior Auditor and the prescribed Audit Programme;
- Verifies the adequacy and accuracy of Financial Records; examines and appraises financial and accounting practices, systems and procedures;
- Prepares working papers highlighting audit findings and conclusions and submits for review;
- Clears any supervisory queries on the working papers submitted;
- Drafts Audit Reports highlighting deficiencies, implications and makes recommendations;
- Prepares and organizes working paper files (current/permanent);
- Provides technical guidance to the Junior Auditor/s on the Team or on the same assignment;
- Prepare Individual Timesheet;
- Performs any other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical skills
- Good interpersonal and customer service skills
- Excellent planning and organizing skills
- Ability to work on own initiative or as a member of a team
- Meticulous attention to details

Technical:

- Sound knowledge of FAA Act, Government Laws, Regulations, and other instructions
- Sound Knowledge of current Accounting/Auditing principles and techniques
- Knowledge of computer assisted Audit techniques (CAATS) and value for money/operational Audits
- Proficiency in Microsoft Office Suite

Minimum Required Qualification and Experience

- First Degree in Accounts, Finance, Business Administration, Management or Economics;
or
- ACCA Fundamentals; or equivalent and no experience; **or**
- Associate Degree, ATT Diploma, ACC-CAT Level 3 or equivalent qualification; **or**
- At least two (2) years' experience in auditing/accounting.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Required to travel island wide to perform audits;
- May have to work in less than adequate physical conditions;
- May be exposed to personal security risks.

3. Systems Engineer (MIS/IT 5)

Job Purpose

Under the general direction of the Manager, Systems Engineering the incumbent is responsible for ensuring the security, reliability and efficiency of computer network and server systems within the Ministry by undertaking the installation, configuration and maintenance of related devices, servers, system software and equipment.

Key Responsibilities

Technical/Professional:

- Installs, configures, monitors and maintains computer hardware, operating systems and applications, under supervision, if necessary;
- Undertakes the replacement, maintenance, repair and cleaning of communication hardware/equipment within the Ministry, as directed;
- Resolves technical issues with respect to desktop, server, networking and communication hardware and software;
- Replaces server and network parts as required and assists with the roll-out of new server and network applications;
- Visits Regional Offices periodically, as directed, to assess the working condition of computer equipment; informs Management of findings, and to ensure that Regional IT staff is adequately trained, in new developments in technology;
- Provides technical assistance to external Departments and Agencies of the Ministry as needed;
- Writes technical documents and submits technical information (upcoming patches, technical news, etc.) to users to help avert problems;
- Assists with the training of network systems' users;
- Liaises with vendors with regards to the procurement, assessment and servicing of computers and computer related hardware and devices/equipment;
- Provides technical advice on computer related hardware (version upgrades, known problems or limitations, new trends, new tools, etc.) that may affect the effectiveness or efficiency of the Ministry;
- Keeps abreast of trends and developments in Information Technology and makes recommendations where the Ministry may benefit from the implementation of such technology.

Management/Administrative:

- Makes recommendations to the Manager Network Infrastructure and Systems Engineering on improvements in the processes/functions within the Unit in order to enhance efficiency;
- Prepares Reports on activities at required intervals;
- Performs other related functions assigned from time to time by the Manager, Systems Engineering.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent analytical and problem solving skills and good judgement exercised
- Excellent customer service skills
- Strong interpersonal skills;
- Good organizing skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Ability to work as part of a team
- Ability to manage limited resources in order to achieve challenging output targets
- Ability to manage multiple tasks simultaneously and meet tight deadlines
- Attention to details.

Technical:

- Sound knowledge of Microsoft Windows Server Technologies, etc.
- Knowledge of Linux Operating System
- Sound knowledge of the functioning of LAN, WAN, desktop and server computers, UPS systems and other IT related equipment

- Sound knowledge of voice and data telecommunication systems
- Working knowledge of network hardware and systems software installation and configuration
- Good knowledge of current technological trends
- Good knowledge of the Jamaican education system
- Knowledge of the relevant Service Level Agreements

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Engineering, Telecommunications or equivalent qualifications;
- MCSE, CCNA or an equivalent professional certification;
- Training in Telecommunications/Network Management;
- Four (4) years' experience with network (LAN and WAN) and server installation, configuration, maintenance and management.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours and on weekends and holidays from time to time;
- Required to lift heavy objects;
- Required to be on-call to resolve network issues that may arise;
- Required to travel to the Regional Offices, Agencies and emerging entities within the Education Sector island wide;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

4. Database Administrator (MIS/IT 4)

Job Purpose

Under the general supervision of the Manager, Data Management Services the Database Administrator is responsible for maintaining the Ministry's, Regions and Agencies database system and provide information, support and training to users of the system.

Key Responsibilities

Technical/Professional:

- Compiles and inputs data from various stakeholders/staff into the Ministry's databases;
- Imports data to and exports data from the Ministry's databases as required;
- Generates and dispatches requested Database Reports and other documents to various Division/Branch/Sections within the Ministry;
- Checks and verifies that information within databases is up-to-date and accurate, through liaison with relevant users;
- Cleans up the databases at intervals, by removing/correcting duplications, inconsistencies and unwanted data;
- Performs regular back-ups of the database system;
- Changes database access and permission levels as directed;
- Troubleshoots and resolves problems related to the database system as they arise; refers complex problems to the Manager, Data Management Services for resolution;
- Provides technical assistance and support in regards to the database system;
- Prepares materials for user training as required;
- Participates in meetings with other Departments aimed at establishing processes for data updates or other needs.

Management Administrative:

- Makes recommendations to the Manager, Data Management Services on improvements in the processes/functions within the Section in order to enhance efficiency;
- Prepares Reports on activities at required intervals;
- Performs other related functions assigned from time to time by the Manager, Data Management Services.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent customer service skills
- Strong analytical and problem solving skills and good judgement exercised
- Strong interpersonal skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to work as part of a team
- Ability to manage multiple tasks simultaneously and achieve under tight deadlines
- Ability to troubleshoot common hardware and software problems
- Attention to details

Technical:

- Good knowledge of relational database design, optimization, and troubleshooting
- Sound knowledge of rational databases
- Sound knowledge of Microsoft SQL Server and/or MySQL database
- Sound knowledge of Microsoft Windows and Office products
- Sound knowledge of data extraction, reporting and analysis tools.
- Sound knowledge of established database management standards and procedures
- Good knowledge of relational database design, optimization, and troubleshooting
- Good knowledge of Internet technologies including HTML, PHP, ASP, etc.
- Good knowledge of the Jamaican education system

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology or Computer Science or equivalent qualifications;
- Professional certification in relevant information technology areas from a recognized institution;
- Two (2) years' experience in database administration.

Special Conditions Associated with the Job

- Required to travel to Regional Offices and various entities within the education Sector island wide;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th May, 2021 to:**

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle,
Kingston 4**

Email: jobapplications@moey.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**