



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 234**

**OSC Ref. C.4858<sup>39</sup>**

13<sup>th</sup> July, 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 **GIS Analyst (MIS/IT 4)**, in the **Agricultural Land Management Division, Ministry of Agriculture and Fisheries**, salary range \$1,644,447 – \$1,954,731 1,566,140 - \$1,861,649 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Manager, Agricultural Mapping, the Geographic Information Systems (GIS) Analyst (MIS/IT 4) provides technical support to ensure that geographic or (spatial data) is captured and analyzed in accordance with approved international standards. The incumbent is also responsible to maintain the integrity of the data base for various analyses and interpretation that supports the Agricultural Land Management Data; and to solve organizational information problems and requirements, designing computer programmes and recommending system controls and protocols.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Monitors material and supplies;
- Manages routine procedures;
- Prepares work programmes;
- Updates and maintains database;
- Liaises with user Agencies and other Geographic GIS entities to ensure co-ordination and efficient use of facilities;
- Prepares and submits Reports.

#### ***Technical/Professional:***

- Discovers patterns and trends through spatial data mapping;
- Assists with the development of mapping applications and tools;
- Assists with the management of the digital library of geographic maps;
- Verifies database and data integrity;
- Analyses data contained in database;
- Identifies data integrity issues with existing and proposed systems and implements solutions;
- Writes technical procedures and documentation 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;
- Identifies opportunities that can improve efficiency of business processes;
- Participates in meetings with the IT Network Team to discuss problematic issues to be resolved and report progress;
- Participates in formatting designs of information sheet to facilitate easy data capture and processing with use of computers;
- Catalogues and processes existing and incoming data for storage and retrieval from the database;
- Trains personnel to use GIS software in order to effectively carry out analysis;
- Documents and reports all hardware/software systems defects upon detection;
- Co-ordinates activities with the Senior Cartographer by ensuring control in terms of accuracy and compliance with internationally acceptable standards;
- Performs any other related duties which may be assigned from time to time.

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

### ***Core:***

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

### ***Technical:***

- Sound knowledge of information communication technology and applications
- Sound knowledge of GIS software (ArcGIS, R2V, ERADS, etc)
- 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 of Science Degree in Management Information Systems (MIS) or Computer Science and one (1) year experience in an organization in which GIS is utilized in the analysis and presentation of spatial information;

**OR**

- Bachelor of Science Degree in Information Technology with two (2) years' experience in an organization in which GIS is utilized in the analysis and presentation of spatial information.

## **Special Condition Associated with the Job**

- Long working hours on computers;
- May be required to travel in the execution of official duties.

Applications accompanied by résumés should be submitted **no later than Monday, 26<sup>th</sup> July, 2021 to:**

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

Email: [hrm@moa.gov.jm](mailto:hrm@moa.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**