



**CIRCULAR NO. 19/2021**  
**File No. 310/04<sup>III</sup>**

20<sup>th</sup> July, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Information Management Specialist (MIS/IT 3)** in the **St. Thomas Municipal Corporation** salary range \$1,103,782 – \$1,312,050 per annum and any allowance(s) attached to the post:

***Job Purpose:***

Under the direction of the Chief Executive Officer of the St. Thomas Municipal Corporation, the Information Management Specialist assumes responsibility to manage and co-ordinate the maintenance activities of the Corporation's computer hardware, software and peripherals to achieve optimal level of performance.

***Job Responsibility:***

- Ensures the maintenance and upkeep of the Corporation's computer systems and network
- Assumes responsibility for the Corporation's website and payroll system
- Retrieves and distributes the Corporation's official email
- Procures parts and equipment necessary for the upkeep of the Corporation's computer systems
- Troubleshoots and ensures the correction of user related problems
- Creates or suggests computerized solutions to problems
- Creates security procedures and standards for Corporation's computer systems
- Travels to satellite stations and the Infirmary to solve computer related issues and for regular maintenance and inventory
- Maintains an inventory of all computer systems and related assets
- Attends meetings, seminars and any other training the Corporation finds important to the accomplishment of the job
- Manages the Corporation's Application Management and Data Automation (AMANDA) Computerized Systems which monitors the Development Application Process
- Assists in ensuring the electronic reports to the Contractor General's Office and other officers are submitted on a timely basis
- Arrests the problem of the frequent breakdown of the Server and Internet System, when they occur.
- Ensures compliance with the E-Procurement System
- Performs any other duties that may be delegated by the Chief Executive Officer from time to time.

***Key/Competencies***

- Good knowledge of Computer hardware, software, firmware and peripherals
- Excellent Human Relation, Management and Communications skills
- Good problem-solving skills
- Excellent oral and written communication skills
- Ability to use initiative
- Ability to work in a team

***Qualification and Experience***

- A Bachelor's Degree in Computer Science or related field with emphasis on hardware maintenance or related discipline or
- Diploma in Computer Science or related field with at least two (2) years' experience in computer maintenance and in the administration of computer networks including intranet, internet, extranet and fiber optic cable.
- Experience in programming and system analysis.

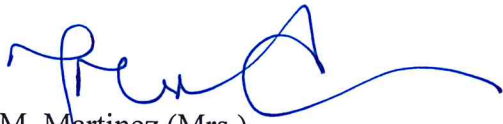
- Training and knowledge in strategic information technology planning, systems design and large-scale project implementation

Applications accompanied by resumes should be submitted **no later than 13<sup>th</sup> August, 2021 to:**

**Secretary  
Local Government Services Commission  
Office of the Services Commission  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**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 Municipal Corporation and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:  
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine