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(CENTRAL GOVERNMENT)
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27th September, 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 **Systems Analyst (MIS/IT 5)** in the **Ministry of Transport and Mining**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Information, Communication and Technology, the Systems Analyst analyzes user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. The incumbent also analyzes and recommends commercially available software and supervises computer programmers.

Key Responsibilities

- Provides staff and users with assistance solving computer related problems, such as malfunctions and program problems;
- Tests, maintains, and monitors computer programmes and systems, including co-ordinating the installation of computer programmes and systems;
- Uses object-oriented programming languages, as well as client/server applications development processes and multimedia and internet technology;
- Confers with clients regarding the nature of the information processing or computation needs a computer programme is to address;
- Co-ordinates and link the computer systems within the Ministry to increase compatibility so information can be shared;
- Consults with management to ensure agreement on system principles;
- Expands or modifies system to serve new purposes or improve work flow;
- Interviews or surveys workers, observes job performance and/or performs the job in order to determine what information is processed and how it is processed;
- Determines computer software or hardware needed to set up or alter system;
- Trains staff and users to work with computer systems and programmes;
- Analyzes information processing or computation needs and plan and designs computer systems, using techniques such as structured analysis, data modeling and information engineering;
- Assesses the usefulness of pre-developed application packages and adapts them to a user environment;
- Defines the goals of the system and devise flow charts and diagrams describing logical operational steps of programmes;
- Develops, document and revises system design procedures, test procedures, and quality standards;
- Reviews and analyzes computer printouts and performance indicators to locate code problems, and corrects errors by correcting codes;
- Recommends new equipment or software packages;
- Reads manuals, periodicals, and technical reports to learn how to develop programmes that meet staff and user requirements;
- Supervises Computer Programmers or other Systems Analysts or serves as project leaders for particular systems projects;
- Utilizes the computer in the analysis and solution of business problems such as development of integrated production and inventory control and cost analysis systems;
- Prepares cost-benefit and return-on-investment analysis to aid in decisions on system implementation;
- Specifies inputs accessed by the system and plans the distribution and use of the results
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong analytical and problem solving skills
- Excellent oral and written communication skills
- Teamwork and cooperation
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities
- Results oriented
- Use of own initiative

Technical:

- Extensive knowledge of data processing, hardware platforms, and enterprise software applications
- Technical experience with systems networking, databases, Web development, and user support
- Background in Microsoft .NET, Visual Basic, Excel, Word, Outlook and HTML
- Good background in Data Base design in Microsoft SQL and Access
- Good working knowledge with Microsoft Office Products, Microsoft Visio, and Microsoft Project
- Working knowledge of Citrix Metaframe XP, Blackbaud Raisers Edge and Financial Edge would be an asset
- Strong Project Management skills with effective results focus within an information systems environment
- Experience in the development and implementation of standards, procedures and guidelines to support operational processes
- Proven ability to be flexible and work hard, both independently and in a team environment, in a high pressure on-call environment with changing priorities

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or related field;
- Three (3) year of experience in related field;
- Three (3) to five (5) years of computer programming experience, MS VB 6.0, especially development of object based applications and components, MS SQL Server, and relational database design;
- Experience in NET and ASP is preferred, but not required;

OR

- Diploma in Computer Studies or equivalent;
- Three (3) years' experience in related area;
- Three (3) to five (5) years of computer programming experience, MS VB 6.0, especially development of object based applications and components, MS SQL Server, and relational database design;
- Experience in NET and ASP is preferred, but not required.

Applications accompanied by résumés should be submitted **no later than Friday, 8th October, 2021 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**