



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 358

OSC Ref. C. 4860⁹

21st October, 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 be assigned to the post of **Information Technology Officer (MIS/IT 4) (Not Vacant)** in the **Ministry of Labour and Social Security, Overseas Employment Family Services Unit (Kingston)**, salary range \$1,644,447 - 1,954,731 per annum and any allowance(s) attached to the post.

Job Purpose

Assists in the analysis of needs, designing and maintenance of computer system which will also involve the management of the recording, storage and retrieval of information on clients in the Secretariat, Fingerprint and Family Service Unit.

Key Responsibilities

Technical/Professional

- Designs data capture screens to input information on Overseas Workers, Fingerprints and cases being managed under the Family Services Programme;
- Designs and builds IT system for the storage and retrieval of the information captured;
- Participates in needs assessment to determine user requirements;
- Meets with potential user to clarify and interpret user requirements prior to the start of the system development;
- Converts user requirements into system specifications and algorithms to Programming Language Code;
- Converts system specification to Programming Language Code;
- Modifies existing programmes/system to facilitate changes in processing and/or user requirements;
- Conducts testing of programmes to ensure that they are executed in a logical sequence and that they run accurately and efficiently according to specifications;
- Documents programmes and modifies them for further reference;
- Compiles programme, operation and user manuals for programmes/system;
- Carries out data cleaning and data integrity checks when necessary;
- Assists in training and users of systems/programmes developed;
- Assists in carrying out special projects being undertaken by the Department.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Good organizational skills
- Excellent oral and written communication skills
- Problem Solving and Analysis
- A team player
- ASP.NET, C#.NET (VB.NET optional)
- CSS, AJAX, Crystal Report
- Linux or Apache,
- Structured Query Language
- Relational Database (MSSQL 2005/2008, INFORMIX or MYSQL)
- Hypertext/Extensible Markup Language (HTML/XML)
- Structured methodology with emphasis on structured programming
- Object Oriented Methodologies

Minimum Required Qualification and Experience

- Bachelor of Science in Computer Sciences or equivalent from an accredited tertiary institution;
- At least three-four (3-4) years of programming, including web development, with One-Two (1-2) years as a Programmer/Analyst.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd November, 2021 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**