



**CIRCULAR No. 392**  
**OSC Ref. C. 5850<sup>13</sup>**

18<sup>th</sup> November, 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 **National Spatial Data Management, Ministry of Economic Growth and Job Creation**:

1. **GIS Systems Administrator (MIS/IT 5)**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.
2. **Spatial Data Analyst (MIS/IT 5)**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.

1. **GIS Systems Administrator (MIS/IT 5)**

**Job Purpose**

Under the general direction of the GIS Infrastructure Manager, the GIS Systems Administrator is responsible for administering the GIS network system(s) of the NSDMC to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

**Key Responsibilities**

**Management/Administrative**

- Prepares Individual Work Plan based on alignment with the Branch Operational Plan;
- Assists in the development of the Branch Business Strategic and Operational Plans and Budget;
- Assists in the preparation of the Divisions Monthly, Quarterly and Annual Reports;
- Prepares computer/network/systems Audit Reports;
- Represents the GIS Infrastructure Manager at meetings as required;
- Provides Network/System Administration and technical support for the LICJ Geoinformatics Training Centre and the National Spatial Data Management Branch;
- Assists in the maintenance of equipment in the LICJ Geoinformatics Laboratory and the NSDMC;
- Administers the Branch and the LICJ Geoinformatics Centre's LAN and WAN including systems performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance within the National Spatial Data Management Centre as well as the LICJ Geoinformatics Lab in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Plans, co-ordinates, and implements network security measures in order to protect data, software, and hardware;
- Identifies rapidly and fixes any network devices in response to newly identified security threats,
- Helps with the roll out of Desktop PCs; such responsibilities will include software and hardware upgrade planning and the general execution of Desktop rollouts;
- Configures, and tests computer hardware, networking software and Operating System Software;
- Installs GIS Hardware and software at the LICJ Geoinformatics Lab, within the NSDMC and in collaboration with the Senior GIS Manager/Trainer at GISSEP Institutions;
- Assists in the resolution of GIS Hardware and software failures and Operational System errors within the LICJ Lab and the NSDMC and other GIS Entities within the LICJ;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;
- Makes recommendations to the GIS Infrastructure Manager about recommended software and hardware the NSDMC/LICJ should invest in;

- Provides end user support including problem resolutions relating to hardware, software, and communication issues and manages IT Help Desk in relation to the NSDMC, the LICJ Geoinformatics Lab and to other Government entities as required;
- Performs data backups and disaster recovery operations;
- Provides documentation of GIS network systems, operational procedures, network topology and hardware inventory;
- Maintains a Systems and Procedures Manual for the LICJ Geoinformatics Laboratory;
- Performs routine network startup and shutdown procedures and maintains control records;
- Assists with the development of Web Applications to contribute to data sharing and building out of the National Spatial Data Infrastructure;
- Provides systems support for the National Geospatial Web Portals, Metadata Portal and Climate Change Data Node and other portals as necessary;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems and GIS related network management.

#### **Other**

- Performs additional duties outside of core functions as assigned or when required;
- Participates in team efforts to achieve Branch and Ministry goals.

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

##### **Core**

- Good interpersonal and team building skills
- Good oral and written communication skills
- Good trouble shooting and problem-solving skills
- Research and information gathering skills
- Strong interpersonal and communication skills
- Ability to work on own initiative
- Ability to communicate with and understand the requirements of professional staff in area of specialty

##### **Technical**

- Ability to perform typical advanced server and GIS network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, WINS, DHCP and IIS support functions.
- Ability to install, configure and troubleshoot Windows 2003/2008/2012 Servers and active directory, GIS related software and on GIS equipment.
- Knowledge and expertise to formulate, develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis.
- Knowledge of in-house platforms such as Windows 2003/2008/2012 Server, Exchange 2003/2008/2012 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition.
- Knowledge of ArcGIS Server and related Relational Database Management System (Oracle, SQL Server, Informix).
- Expertise with network monitoring and analysis tools
- Knowledge of current technological developments in area of work.
- Knowledge of Microsoft SQL and/or related database systems
- Knowledge of open source software in particular GIS related FOSS.
- Knowledge of data discovery software.

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree or equivalent in an ICT related discipline with a minimum one (1) year proven working experience in computer networking **OR** An Associates Degree with Professional certification in computer networking (**MCSA, CCNA**) and a minimum two year's experience in related field.
- Incumbent must have knowledge of GIS Software and GIS related hardware and network infrastructure.

#### **Special Conditions Associated with the Job**

- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

## **2. Spatial Data Analyst MIS/IT 5**

### **Job Purpose**

To manage the GIS data collection exercises, meta-data development and management and the use of Global Positioning System Units, Geospatial Technology and tools. Designs, analyses and prepares maps and charts. The Analyst will also be responsible for co-ordinating the work of the Metadata and GPS Sub Committees of the LICJ.

### **Key Responsibilities**

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

- Manages the distribution the use of IKONOS and any other Geospatial Datasets held by the Division to LICJ member Agencies;
- Assists in the organizing and carrying out of activities on GIS Day;
- Develops and makes presentations on various aspects of the Geospatial Industry;
- Prepares GIS Technical Reports, including needs assessments, status and final project reports, request for proposals as the need arises per project or programme;
- Participates in meetings and conferences on behalf of the Division and/or Ministry;
- Assists in the development of the Division's Strategic Plan and Budget and develops Individual Work Plan based on the Strategic/Operational Plan of the Division.

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

- Analyzes, designs, prepares and prints digital and paper maps for both public and private sector clients;
- Monitors and reviews the operations of the VRS network - gFix.Net;
- Researches and reviews end user GPS applications and makes recommendations towards the development of local applications:
  - ✓ Undertake GIS projects for internal and external clients – inclusive of:
    - Database design
    - Data capture and input/entry
    - Data analysis
- Provides full and on-going training assistance for LICJ Geoinformatics Training, GISSEP and other related training requirements;
- Provides Metadata collection and management support to LICJ members and maintains the metadata portal;
- Maintains a broad knowledge of state-of-the-art technology, equipment, software use and GIS Systems;
- Co-ordinates the signing of Multi-Agency License Agreements for IKONOS and other map products between the Ministry, LICJ member agencies and other stakeholders;
- Monitors and assesses the various uses of the IKONOS dataset by member Agencies through periodic surveys and reports.
- Seeks partners and capital to procure large scale orthoimagery of the island;
- Manages the Metadata Data Collection and Management Programme;
- Provides technical support, institutional support and direction where and when needed for Government Ministries, Agencies and Statutory bodies, on Spatial Database design, complex GIS analysis using specialized software and general Spatial Data and Database management processes;
- Provides technical secretariat functions for the VRS Management Committee;
- Develops and implements cost schedule and pricing structure for the printing of maps and the provision of Spatial Data;
- Assists with GIS Projects completed and delivered to clients within a given time scope;
- Transfers and delivers IKONOS and large-scale map dataset to clients within agreed time frame;
- Prepares Monthly and Quarterly reports as per divisional specification and submits within agreed timeframe;
- Prepares Cabinet Submissions according to guidelines and submits within established timeframe.

#### ***Human Resource***

- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of Procedural Manuals and other duties prescribed within the Framework.

### ***Other Responsibilities***

- Performs other related duties as assigned by the GIS;
- Participates in team efforts to achieve Divisional and Ministry goals.

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

#### **Core**

- Good oral and written communication skills
- Team and results oriented
- Strong interpersonal skills
- Problem solving and decision-making skills
- Detail-oriented
- Ability to work on own initiative

#### **Technical**

- Technical knowledge of GIS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of ESRI suite of ArcGIS and ERDAS Imagine software
- Competency in the collection and management of metadata and related tools
- Competency in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software.
- Competency in the use of computers and Microsoft Office suite of applications
- Experience with ESRI ArcGIS Desktop 10x including spatial analyst and 3D analyst extensions.
- Ability to provide technical guidance and leadership to professional personnel in spatial data management.

### **Minimum Required Qualification and Experience**

- A Bachelor's Degree in Earth Observation, Geo-infomatics or a spatially related science such as Geography or Land surveying, with emphasis on Spatial Analysis and Spatial Database design, creation and management.
- Post Graduate training in GIS data collection, management, analysis and dissemination.
- Three (3) years of experience in spatial data collection, spatial database design, creation, analysis and management.

### **Special Conditions Associated with the Job**

- Extensive travelling maybe required for the co-ordination of data collection.

Applications accompanied by résumés should be submitted **no later than Wednesday, 1<sup>st</sup> December, 2021 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 7th Floor  
25 Dominica Drive  
Kingston 5.**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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**