



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 88**  
**OSC Ref. C. 6276<sup>13</sup>**

**1<sup>st</sup> March, 2022**

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/assigned to the following posts in the **Ministry of Local Government and Rural Development**:

1. **Programmer Analyst (MIS/IT 6) – (Vacant)**, salary range \$2,138,484 - \$2,541,986 per annum and any allowance(s) attached to the post.
2. **Network Analyst (MIS/IT 5) – (Not Vacant)**, salary range \$1,930,750 – \$2,295,055 per annum and any allowance(s) attached to the post.

1. **Programmer Analyst (MIS/IT 6)**

**Job Purpose**

Reporting to the Director, Information and Computer Technology, the incumbent will lead the design, implementation and maintenance of web applications throughout the development life cycle.

**Key Responsibilities**

- Analyses business and office processes to design system and user requirements;
- Develops specification of functional systems and designs requirements;
- Prepares the required documentation for applications developed;
- Provides programming services to satisfy Special Projects, office automation and other business requirements;
- Develops, implements and maintains Web-based Applications and/or Websites using Industry standard tools such as PHP, Sharepoint and ASP .Net;
- Develops, implements and maintains Intranet/Internet applications within the Ministry;
- Works closely with Managers and other members of the ICT Unit in the Ministry.
- Performs other such duties and responsibilities that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

**Core Competencies**

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Excellent customer quality focus;
- Excellent initiative;
- Excellent planning and organizing skills.

**Functional Competencies:**

- Excellent technical skills;
- Excellent analytical thinking skills;
- Excellent use of technology;
- Excellent problem-solving skills;
- Excellent knowledge and skills in development of databases and queries using Relational Database Management System such as MS-SQL Server and MYSQL;
- Possess excellent knowledge in Crystal Reports and Business Intelligence tools.

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

- Bachelor's Degree in Computer Science/Information Technology or related discipline from a recognized institution;
- At least four (4) years' experience in a similar position developing web and database applications;
- At least three (3) years' experience working with MS-SQL Server 2005/2008 and MySQL database servers, PHP and .Net (VB, C#) technologies, HTML/XHTML, JavaScript, jQuery and CSS.

## **2. Network Analyst (MIS/IT 5)**

### **Job Purpose**

Reporting to the Director, Information Communications and Technology, the incumbent is responsible to manage and coordinates the maintenance activities of the Ministry, Local Authorities and Agencies computer hardware, firmware, and peripherals to achieve optimum level of performance.

### **Key Responsibilities**

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

- Participates in the development of the Unit's Operational and Work Plans;
- Implements a preventative system and arranges for regular servicing;
- Directs arrangements for back-up and processing facility and ensures that alternative processing is in place in the event of system failure;
- Reports and maintains a log of all malfunctions of the system response time, support service and resulting downtime;
- Maintains a log of all error messages, the conditions which they occur and their solutions;
- Liaises with the relevant personnel from the Utility Companies and monitors the utilization level of the systems and ability to respond to new data needs in order to make recommendations where systems enhancement are needed;
- Maintains an Inventory of the computer hardware and software and monitoring equipment that is under warranty by undertaking regular Audit checks and preparing Monthly Reports on the performance and utilization of equipment;
- Participates in setting up audio visual equipment for training programmes.
- Performs other such duties and responsibilities that may be assigned from time to time.

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

#### **Core**

- Good interpersonal skills;
- Good oral and written communication skills;
- Good customer quality focus;
- Good initiative.

#### **Functional**

- Excellent technical skills;
- Excellent analytical thinking skills;
- Excellent use of technology;
- Excellent problem-solving skills;

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

- Bachelor's Degree in Computer Science with emphasis on hardware maintenance or related discipline from a recognized institution;
- At least two(2) years' experience in computer maintenance and in administration of computer networks including internet, intranet, extranet and fiber optic cabling

Applications accompanied by résumés should be submitted **no later than Tuesday, 15<sup>th</sup> March, 2022 to:**

The Senior Director,  
Human Resource Management & Development  
Ministry of Local Government & Community Development  
61 Hagley Park Road  
Kingston 10

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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