



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 189

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17th May, 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 be assigned to/fill the following posts in the **Water Resources Authority**:

1. **GIS Technician (Level 5) – Information and Communication Technology Section – (Temporary post)**, salary range \$1,347,541 - \$1,610,022 per annum and any allowance(s) attached to the post.
2. **Hydrology Technician 1 (Level 4) – Technical Services Branch – (Vacant)**, salary range \$1,004,766 - \$1,188,685 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (Level 4) – Technical Services Branch – (Vacant)**, salary range \$1,004,766 - \$1,188,685 per annum and any allowance(s) attached to the post.
4. **Administrative Assistant (Level 4) – Human Resource Management and Administration Branch – (Not Vacant)**, salary range \$1,004,766 - \$1,188,685 per annum and any allowance(s) attached to the post.

1. GIS Technician (Level 5)

Job Purpose

The GIS Technician will update and maintain the Water Resources Authority's databases, assist with map deliverables to internal and external stakeholders and ensure the integrity of all data collected.

Key Responsibilities

- Assists with determining GIS databases, GIS datasets and GUIs for data collection needs;
- Recommends procurement of GIS goods and services;
- Maintains GIS databases and collates the geographical data needed to support the assessment of water resources at the sub-WMU level of detail;
- Updates the WRA geospatial metadata publications for circulation to WRA clients with specifications for the GIS component in the development of the Water Resources Management Information System;
- Maintains GIS and GPS equipment;
- Maintains the database which stores geographical data needed to support the water resources allocation process;
- Maintains the database which stores geographical data needed to support the floodplain management process;
- Maintains the database which stores geographical data needed to support water quality management;
- Ensures that the spatial data collection process is in keeping with established GIS standards;
- Responds to requests for GIS data from external stakeholders;
- Liaises with external agencies regarding the provision, acquisition and processing of GIS data;
- Designs, sketches, and edits maps and drawings by digitizing base-maps using GIS software and GIS based information to update and create maps;
- Assists the GIS Specialist with training for Technical Employees in the use of GIS end-user software, GIS data and GPS data collection;
- Represent the Organization at workshops, meetings and seminars.

Required Knowledge, Skills and Competencies

- Methodical
- Analytical thinking
- Customer and quality focus
- Compliance
- Database design and modelling
- Ability to manage the client interface
- Excellent oral and written communication skills
- Ability to work in a team
- Ability to use initiative
- Goal and service oriented
- Business conduct and ethics
- Excellent problem-solving and decision-making skills

Desirable:

- Knowledge of GIS software
- Working knowledge of ArcGIS Desktop and ArcGIS Pro
- Knowledge of ArcGIS Systems, remote sensing, logical data modelling and relational databases, CAD and open-source GIS software

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Geographic Information System (GIS) or Geography;
- Three (3) years' experience in the GIS field;
- One (1) year experience using CAD and open-source GIS software;
- Training in GIS is an asset.

Special Conditions Associated with the Job

- May be required to conduct field visits;
- May be required to work outside of normal working hours.

Special Equipment Associated with Carrying out Duties

- Global Positioning System (GPS) devices.

2. Hydrology Technician 1 (Level 4)

Job Purpose

The Hydrology Technician I in the Resource Monitoring and Data Collection Unit is responsible for:

- Carrying out field data collection of surface and groundwater under normal and extreme conditions;
- Computing and preparing the data for publication on the Webmap Database, as well as the preparation of graphs, maps and charts to show variations in ground and surface water quantity and quality for quality assurance testing and in support of the functions of the WRA's mandate, namely, water resources assessment, allocation, protection and conservation.

Key Responsibilities

- Carries out measurements of Stream Flow, "Point of Zero Flow" (PZF) and Peak Stage and High Flow, Groundwater, download data (Stage, Precipitation, Soil Moisture), Water Quality Sampling (Surface water and Groundwater);
- Carries out Drought Monitoring, Flood Inundation Mapping and Well Pump test;
- Conducts maintenance of stream gauge stations, groundwater index wells, intensity rain gauge, soil moisture equipment, instruments, and equipment - Streamflow Velocity Meters (Large Type AA and Pygmy), Groundwater depth probes;
- Conducts, computes and checks streamflow measurement notes, stage data (logger, recorder chart and gauge height cards), logs Groundwater level notes and collates and formats Stage, Discharge Groundwater levels, Precipitation and Soil Moisture;
- Conducts Curve Development and Review, Trend Analysis and Data Interpolation;
- Provides invoicing for Inventory;

- Complete and submit payments and claim vouchers;
- Participates and assists with Public Awareness Campaigns such as Exhibitions, Workshops and Field Trips.

Required Knowledge, Skills and Competencies

- Hydrology training, knowledge and experience
- Critical Thinking
- Hydrological data analysis and troubleshooting
- Excellent oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Ability to use initiative
- Sound integrity
- Social skills
- Compliance
- Adaptability
- Knowledge of GIS applications in Hydrology
- Physically fit and healthy
- Advance knowledge in usage of Microsoft Office software; Word, Excel, PowerPoint,
- Knowledge of hydrologic databases and web-based platforms: StevensConnect, Aquarius, Hydata, GW Basic, Global Logger- soil moisture, Visala, High Seirra, Web Map Application, ArcGIS 10.0

Desirable:

- Construction knowledge

Minimum Required Qualification and Experience

- Four (4) CXC subjects or equivalent (Grade 1 or 2), including Mathematics, English Language and Geography or Hydrology Technician Certificate from an approved institution, such as the Caribbean Institute of Meteorology and Hydrology;
- Three (3) years' experience carrying out the specialized work of water resources data collection;
- Electronic Technician Certification is an asset.

Special Conditions Associated with the Job

- Will be required to wade in contaminated surface water and be exposed to contaminated groundwater;
- Exposure to sewage and trade effluent;
- Exposure to deep water and the risk of drowning;
- Will be required to hike through hilly terrain and for long distances;
- Will be required to traverse in heavily forested and uneven terrain;
- Exposure to insects such as ticks, wasps, scorpions and bees, as well as animal attacks (dogs, crocodiles, bulls, etc.)
- Exposure to criminal elements and life-threatening situations (body or skeleton at site)
- Frequent field work in dusty conditions and exposure to the elements sunshine and rain
- Field work involving use of large weights on crane (50 to 250lbs)
- Field work during extreme of weather

Specialized Equipment used for Carrying out Duties

- Water-level recording devices;
- Water-level depth probes ;
- Water Samplers and Water Quality Portable Mini-lab;
- Wading Rods (Top Setting and Round Rod) and Hydrological Crane and Hand line;
- Conductivity and pH Metres, Flow Metres, GPS Device and Engineer's Level;
- Electronic Data downloader (omni drive, flood measuring devices);
- Data Loggers, Pressure Transducers, solar photo-voltaic module;
- Deep Cycle Lead Acid Rechargeable Batteries, Solar Charge controller modules;
- Extended GSM antennae, Water Level Radars, Radar arms and brackets;
- NEMA boxes, Rainfall intensity Gauges, Soil Moisture Probes, SDI-12 Shaft Encoders;
- Wiring (cables) and attachments, Theodolite (Surveyors Level), Surveyors Staff Gauge;

- Personal Protective Equipment (Hip waders, safety boots, hard hat, goggles, gloves etc.).

3. Administrative Assistant (Level 4) – Technical Services Branch

Job Purpose

The Administrative Assistant is responsible for providing administrative and secretarial support to the Deputy Managing Director (DMD), to facilitate the co-ordination and implementation of the plans and programmes for the Technical Services Department. Duties include word processing, audio and copy typing, letter writing, managing telephone and email inquiries, creating and maintaining an efficient filing system, keeping Diaries, arranging meetings and appointments and organizing travel for Deputy Managing Director.

Key Responsibilities

- Schedules appointments for Deputy Managing Director;
- Follows up on communication and provide feedback including responding to customer queries via telephone;
- Composes and prepares letters, memoranda and reports;
- Sorts and records incoming mails, files, and other documents;
- Prints, makes photocopies of and binds documents;
- Attends meetings, takes meeting notes, prepares Minutes and submits to Deputy Managing Director;
- Records, files and maintains an orderly Filing System for documents;
- Proofreads, corrects errors, collates and submits Quarterly Review Reports in soft and hard copy to the Ministry after approval from the DMD;
- Prints, collates and binds the Department's Corporate and Operational Plans and Budget for submission to the relevant Ministry, after the approval of the DMD;
- Routes urgent matters to relevant Officer;
- Prepares Requisitions, orders and maintains stationery supplies for Technical Services and other Departments;
- Maintains confidentiality of documents and information received.

Required Knowledge, Skills and Competencies

- Keen attention to detail and efficient handling of information
- Integrity and confidentiality
- Good time management skills
- Proficient typing and computer skills
- Good oral and written communication skills
- Good interpersonal and social skills
- Ability to work in a team
- Good business conduct and ethics
- Ability to work on own initiative
- Proficiency in MS Office Suite, CPS Shorthand 80 wpm and CPS typing 60 wpm
- Appointment management/scheduling

Minimum Required Qualification and Experience

- Certified Administrative Professional Certificate (CAP) or Associate Degree in Administrative Management or Public Administration;
- Two (2) years' experience in a similar capacity.

4. Administrative Assistant (Level 4) – Human Resource Management and Administration Branch

Job Purpose

The Administrative Assistant is responsible for providing administrative and secretarial support to the Director, Human Resource and Administration. The incumbent also provides administrative support to other areas of the Organization and duties include drafting correspondences, updating human resource and employee files and filling in for other administrative support employees as required.

Key Responsibilities

- Provides secretarial and clerical support to the Director, Human Resource and Administration, as well as the Human Resource Management and Administration Team, including preparing, emailing, printing, filing, mailing, scanning, faxing and making photocopies of correspondences.
- Maintains an electronic and hard copy filing system for the confidential storing of employee and other Department records in a safe-and-easy-to-retrieve manner;
- Sorts internal and external correspondences and files them in the correct order and in the relevant files;
- Maintains confidentiality of documents and information received;
- Provides scheduled updates to the WRA Human Resource Management Information System;
- Conducts research as required and prepares draft letters, memoranda, reports, forms, and notices, whichever is most appropriate.

Required Knowledge, Skills and Competencies

- Keen attention to detail
- Service-orientation
- Efficient handling of information
- Integrity and confidentiality
- Good time management, problem-solving and decision-making skills
- Proficient typing and computer skills
- Good oral and written communication skills
- Good interpersonal and social skills
- Methodical
- Adaptability
- Compliance
- Ability to work in a team
- Business conduct and ethics
- Ability to use initiative
- Proficient in the use of Microsoft Office Suite – Word, Excel, PowerPoint
- Meeting scheduling

Minimum Required Qualification and Experience

- Diploma/Certificate in Administrative Management/Management Studies/CPS-shorthand/Typing must be included in studies;
- Two (2) years' experience in a similar capacity.

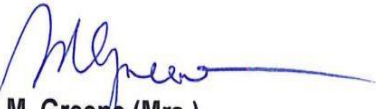
Applications accompanied by résumés should be submitted **no later than Tuesday, 31st May, 2022 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)