



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 261**

**OSC Ref. C.5850<sup>14</sup>**

**22<sup>nd</sup> June, 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 the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Senior Spatial Data Analyst, (MIS/IT 6) – National Spatial Data Management Branch (Not Vacant)**, salary range \$2,138,484 - \$2,541,986 per annum and any allowance(s) attached to the post.
2. **Senior Human Resource Officer (GMG/SEG 2) – Human Resource Management and Development Branch (Not Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Executive Secretary 1 (OPS/SS 4) – Executive Management (Not Vacant)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

#### **1. Senior Spatial Data Analyst (MIS/IT 6)**

#### **Job Purpose**

To manage data collection exercises, metadata development and management and the use of Global Navigation Satellite System (GNSS), analysis and preparation of maps and charts. The incumbent will co-ordinate the work of the Land Information Council of Jamaica (LICJ) GNSS, Metadata and, Data Standards & Symbology, subcommittees of the LICJ.

#### **Key Responsibilities**

##### **Technical/Management**

- Assists in the organization of the Geography Awareness Week (GAW) of activities;
- Prepares Cabinet Submissions that may be required;
- Assists in the development of the Branch Strategic Business and Operational Plans and Budget;
- Prepares and conducts presentations to the public and stakeholders on the services that can be provided with the aid of GIS with respect to development proposals, long-term development and research;
- Assists in the development of policies for the Geospatial Industry;
- Analyses, designs, prepares and prints digital and paper maps for both public and private sector clients;
- Conducts data and map analysis and report generation;
- Provides mapping support for the Spatial Plan Project as directed;
- Undertakes the preparation, design and maintenance of all maps in a timely manner;
- Provides quality assurance and quality control for Geospatial Datasets;
- Conducts site visits to verify maps and land use surveys for greater accuracy and completeness;
- Provides metadata collection and management support to LICJ members and maintains the Metadata Portal;
- Manages the Metadata Collection and Management Programme;
- Co-ordinates the updating of Geospatial Datasets and the Metadata Portal;
- Manages the development and maintenance of the National Spatial Data Repository and corresponding Geodatabase;
- Monitors the Geospatial Repository for quality assurance;
- Maintains a broad knowledge of state-of-the-art technology, equipment, software use and GIS Systems;
- Collaborates with the GIS Infrastructure Manager in the management of all LICJ portal gateways including the GOJ Web Map, Metadata portal, Disaster Risk Information Platform, Ananda Alerts and NERGIST portals;

- Works with the GIS Infrastructure Manager on the administration and management of the GIS Enterprise Licence Agreement;
- Assists in the co-ordination of the signing of Multi-Agency License Agreements for maps and other data products between the Ministry, LICJ member entities and other stakeholders;
- Monitors and assesses the various uses of the Geospatial Datasets by member entities and agencies through Semi-annual Surveys and Reports;
- Assists in the identification of partners and capital to procure large scale orthoimage of the Island;
- Researches and reviews end user GNSS applications and makes recommendations towards the development of local applications;
- Manages the distribution and use of mapping products and any other Geospatial Datasets held by the Branch to LICJ member entities and other stakeholders;
- Provides technical advice on data conversion, image management and other related Spatial Analysis matters to LICJ member entities and any other stakeholders;
- Works closely with stakeholder entities that are also involved in the GIS mapping process, for example, the National Land Agency, Land Information Council of Jamaica (LICJ) and Forestry Department;
- Manages workflows within the Spatial Analysis Unit of the Branch and maintains GIS Data Library;
- Represents the Ministry on local, regional, and international bodies and technical groups on Spatial Data Analysis as directed.

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

- Excellent oral and written communication and presentation skills
- Team and results oriented
- Leadership skills
- Decision making and problem-solving skills
- Knowledge of GIS, GNSS and Remote Sensing.
- Competent in the use of GIS related software (e.g. ESRI Suite of ArcGIS and ERDAS Imagine)
- Competent in the collection and management of metadata and related tools
- Competent in the use and troubleshooting of computer applications and hardware infrastructure
- Competent in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Competence in geodatabases

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

- Bachelors Degree in Geography, Urban Planning, Geo-informatics or a spatially related science such as 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.
- Five (5) years experience in spatial data collection, spatial database design, creation, analysis and management.

## **2. Senior Human Resource Officer (GMG/SEG 2)**

### **Job Purpose**

Reporting to the Director, Human Resource Management, the incumbent is responsible for Human Resource functions in relation to staffing, recruitment, selection and appointment of assigned group of employees, employee welfare/benefits and the Management of Human Resource Records and Information Systems in accordance with the established policies and procedures in order to meet the Ministry's Strategic Objectives.

### **Key Responsibilities**

- Liaises with Divisional Heads to identify manpower needs;
- Request approval from the Post Operations Committee for the operation of vacant posts;
- Reviews recruiting documents for completeness, accuracy and transparency;
- Participates in the recruitment, selection and appointment of staff;
- Prepares matters for submission to Human Resource Executive Committee (HREC). Provides guidance to new employees and ensures that they are aware of and adhere to

- the policies, procedures and regulations of the Ministry;
- Prepares selection documents such as selection tools, Interview Rating Sheets etc.;
- Assists in making the necessary arrangements for the selection;
- Provides guidance to new employees and ensures that they are aware of and adhere to the policies, procedures and regulations of the Ministry;
- Participates in the selection and orientation exercises;
- Conducts Reference Checks on possible candidates;
- Conducts and documents background checks for successful applicants;
- Ensures that Performance Evaluation/Probationary Reports are completed in the specified time and submitted to Human Resource Management Executive Committee for necessary arrangements;
- Ensures the preparation of acting, appointment and temporary employment letters;
- Follows up to ensure that all new staff are appropriately oriented, including verifying that all new staff have completed the required documentation;
- Assists in conducting Exit Interviews for employees who are separating from the Ministry and ensures that all separation matters such as loans, bonds, bills, etc are satisfactorily settled;
- Prepares Human Resource Management Monthly/Quarterly Reports;
- Assists with the maintenance of My HR+ and e-Census Database to provide support for the Manpower planning activity as well as ensuring that data is current and accurate;
- Conducts research to identify Human Resource (HR) related information to keep the Branch informed of Industry changes and abreast with new best practices;
- Prepares reports as required (such as staff attrition, acting assignments in clear vacancies and temporary positions etc.);
- Provides responses to queries in respect to HRM related matters including Ministry's HR Policies, Regulations and procedures;
- Collaborates with the Strategic Human Resource Management Division (SHRMD) Ministry of Finance and the Public Service, on matters relating to staff welfare and benefits;
- Ensures that relevant HR information/updates are disseminated to the Ministry, Departments and Agencies, through the use of the intranet, email etc. as the needs arise.

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

- Understanding of the Staff Orders and the Public Service Regulations
- Excellent knowledge of emerging Human Resource practices
- Excellent computer skills and its applications
- Excellent knowledge of the Human Resource Information Systems package
- Understanding of Human Resource Management Procedures and Practices in Government
- Excellent oral and written communication skills
- Excellent planning, organizing skills and attention to detail
- Ability to use initiative
- Excellent team player
- Excellent customer relations and interpersonal skills
- Ability to maintain employee confidentiality
- Sound job knowledge

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

- Undergraduate Degree in Social Sciences – Human Resource Management, Public Administration or any equivalent qualifications.
- Three (3) years' experience in a related field

### **3. Executive Secretary 1 (OPS/SS 4)**

#### **Job Purpose**

To provide secretarial and administrative support to the Honourable Minister.

### **Key Responsibilities**

- Provides secretarial and administrative support to the Honourable Minister for efficient operations of the office;
- Composes letters/memoranda from general instruction;
- Processes incoming and outgoing correspondence in accordance with established guidelines;
- Responds to routine and other correspondence as directed;
- Reproduces manuscripts and briefs prepared by the Minister;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Assembles and disseminates information to internal and external personal as requested;
- Organizes meetings hosted by the Division/Minister;
- Prepares Agendas for meetings and organizes relevant information and documents;
- Receives/hosts visitors to the Division/Minister;
- Produces Minutes of meetings;
- Maintains schedules for routine and special appointments for the Honourable Minister advising of matters requiring prompt attention;
- Screens all visitors coming to the Division/Minister, making referrals to appropriate staff members;
- Makes travel arrangements and prepares Itinerary for local and overseas business trips;
- Answers telephone, screens, direct and returns calls. Takes messages and giving information when necessary for the Division/Minister;
- Exercises judgment with respect to urgency, confidential status and relative importance of all inquiries or messages;
- Sends facsimile to various Ministries and Departments;
- Copies and collates correspondence and distributes them to the various offices;
- Maintains an effective Filing System that allows security, and speedy retrieval of documents/information in accordance with established standards;
- Maintains inventory of stationery and equipment;
- Maintains Diary of the Honourable Minister's engagements and gives reminders of these appointments;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit.
- Maintains harmonious relations with staff members and external contacts.

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

- Excellent organisational skills.
- Excellent oral and written communication skills.
- Team-oriented with excellent interpersonal skills.
- Confidential
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications
- Knowledge of basic office management and records management
- Ability to interact with individuals from diverse cultural backgrounds

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

- Four (4) CXC/GCE O' Levels (or equivalent) including English Language;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- 5 years general office experience.

**OR**

- Successful completion of the Certified Professional Secretary Course;
- English Language at CXC/GCE 'O' level;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Training in the relevant software applications e.g. word processing, database and spreadsheet;
- 5 years general office experience.

**OR**

- Graduate from an accredited school of Secretarial Studies;

- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Training in the relevant software applications e.g. word processing, database and spreadsheet;
- Five (5) years general office experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 5<sup>th</sup> July, 2022 to:**

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

**Email: human.resources@megic.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**