



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 307
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15th July, 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 post of **Manager, Agricultural Mapping (MIS/IT 5) for the period August 15, 2022 to September 30, 2022** in the **Agricultural Land Management Division, Ministry of Agriculture and Fisheries**, salary range \$1,930,750 – 2,295,055 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Director (SOG/ST 9), the Manager, Agricultural Mapping (MIS/IT 5) is responsible for planning, co-ordinating and managing activities associated with the establishment and maintenance of an efficient comprehensive soil, land use and related spatial attribute database capable of providing accurate information to clients, both internally and externally.

Responsibility is also exercised for the promotion of GIS activities, services and programmes and related fliers, posters and papers.

Key Responsibilities

Management/Administrative:

- Writes Work Plans, Budget and Unit Plans;
- Collaborates with other Unit Heads, to ensure that activities conform with the overall goals and objectives of the Division;
- Participates in the development of technical documents;
- Represents the Division at meetings, seminars and workshops.

Technical/Professional:

- Develops and updates Websites for the Division to facilitate easy transmission of requests for services;
- Participates in developing promotional activities for the Division and sits on a variety of committees relating to GIS matters;
- Undertakes field visits to farmers, agricultural institutions and a variety of stakeholders to apprise persons how GIS can help in their activities;
- Makes recommendations to the Director regarding the identification of equipment and software required for the GIS Unit;
- Assists with the identification of equipment and supplies, to ensure efficient functioning of the GIS Unit;
- Fosters the development of linkages with other organizations involved in the use of Geographic Information Systems;
- Develops maintenance schedule for the equipment in the GIS Unit;
- Develops Public Relations Programmes to enhance the awareness of planners and policy makers of the capabilities of the system;
- Co-ordinates the evaluation, selection and installation of computer and related equipment;
- Maintains a reliable back-up of Library of all digital data;
- Monitors the use of the Computer System to maintain database;
- Organizes Training Programmes for staff to improve efficiency and strengthen operational activities;
- Prepares Developmental Plans and related project proposals involving the use and application of GIS.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and organization's goals;
- Performs any other related duties which may be assigned from time to time

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Team work and cooperation
- Interpersonal skills
- Good leadership and people management skills
- Good customer and quality focus skills
- Good problem solving and decision making skills
- Good analytical skills

Technical

- Sound knowledge of GIS technology and its application in agriculture and physical planning
- Sound knowledge of data capture techniques such as remote sensing and GPS
- Proficiency in the use of relevant computer applications (Arc View, Arc Info and other software)
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Education and Experience

- Degree in Computer Science, Agriculture, Urban and Regional Planning or related field;
- Three (3) years' experience in Geographical Information System and Automated Mapping and Database analysis or design programming, testing, and implementing GIS applications.

Applications accompanied by résumés should be submitted **no later than Thursday, 28th July, 2022 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

E-mail: hrm@moa.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**