Office of the Services Commissions

(Central Government)
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CIRCULAR No. 337   **10th August, 2022**
OSC Ref. C. 4857[17]

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 Transport and Mining**:

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

2. **Driver 1 (LMO/DR 1) – (Not Vacant)**, salary range $11,179 - $13,288 per week.

1. Programmer Analyst (MIS/IT 5)

Job Purpose

The incumbent is responsible for designing and testing programme logic, coding programmes, programme documentation and preparation of programmes for computer operations so as to enable the end users within the Ministry and its portfolio entities to carry out their functions efficiently and effectively.

Key Responsibilities

- Participates in the development and implementation of network-wide software solutions for use in the Ministry;
- Performs upgrades and modifications to existing software systems to reflect changing user requirements and technology in a dynamic environment;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems;
- Performs user requirement needs to guide software development;
- Develops programme flow logic diagram to guide software development;
- Codes and tests software solutions on software development platform used in house;
- Rolls out custom software to users;
- Trains users in the use of custom and commercial software;
- Researches and tests commercial software of interest to the Ministry and make recommendations to supervisor;
- Maintains accurate documentation of all custom developed software solutions including source codes and programme logic flow diagram;
- Maintains security levels of the software;
- Conducts satisfaction survey to measure level of satisfaction with newly developed/deployed systems;
- Documents software changes to reflect modification, upgrades etc.;
- Has responsibilities for programming and updating the Ministry's Intranet and Website.

Required Knowledge, Skills and Competencies

Core:
- Ability to use own initiative
- Excellent problem-solving and analytical skills
- Good oral and written communication skills
- Teamwork and co-operation
- Technical skills

Technical:
- Working knowledge of software design, development and implementation on a network platform
- Working knowledge of the development and use of Client/Server applications

- Good knowledge of the Windows 2000/2003 network platform
- Good knowledge of SQL Server and the VB 6 and NET platforms
- Good knowledge of Database Programming concept and practice
- Working knowledge of Open-Source platforms and solutions
- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Ability to code programme from programme logic diagram
- Good software documentation skills
- Knowledge of current technological developments/trends in area of expertise

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Software Development or equivalent from a recognized tertiary institution;
- One (1) year of experience in related field;
- Professional certification (MCSD, MCDBA) in software development is highly desirable.

Special Condition Associated with the Job

- Will be required to travel the entire island;
- Will be required to work beyond regular working hours and on weekends and Public Holidays when the need arises.

2. Driver 1 (LMO/DR 1)

Job Purpose

Under the general supervision of the Senior Vehicle Weight Enforcement Officer, the incumbent will be responsible for transporting staff and the portable scale within the rural areas to enable staff members to perform their official duties.

Key Responsibilities

- Transports mobile portable scale and staff to destination;
- Transports staff members and officials to meeting sites;
- Maintains vehicle, trailer and associated weighting equipment;
- Ensures vehicle and trailer are licenced and certified road worthy at all terms;
- Reports promptly details of any accident(s) to the Chief Inspector;
- Takes vehicles to and from garages for repairs;
- Checks vehicles each morning for adequate lubricants etc.;
- Submits gas receipts daily and Log Book and work documents on a weekly basis.

Required Knowledge, Skills and Competencies

Core:
- Good oral and written communication skills
- Good problem-solving skills
- Teamwork and co-operation
- Good interpersonal skills
- Integrity
- Ability to use own initiative

Technical:
- Knowledge of the Road Traffic Act and Regulations
- Knowledge and understanding of Government Policies and Procedures
- Sound knowledge of the mechanics and dynamics of the automobile

Minimum Required Qualification and Experience

- Secondary school education;
- Two (2) years working experience.

Special Condition Associated with the Job

- Extended working hours (early morning and late evenings), Public Holidays and on weekends.

Specify Licencing or Certification Necessary for the Job:

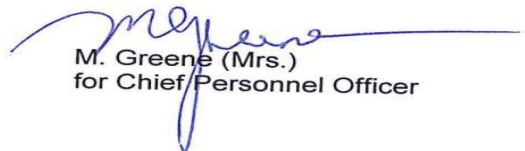- Must be the holder of a valid General Driver's Licence to operate bus.

Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd August, 2022 to:**

Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10

Email: hr@mtw.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