



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. 387 **OSC Ref. C.4858⁴³**

12th September, 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 **Ministry of Agriculture and Fisheries**:

1. **Manager, Infrastructural Services (MIS/IT 6) (Not Vacant) - Information and Communication Technology Unit**, salary range \$2,138,484 - \$2,541,986 per annum and any allowance(s) attached to the post.
2. **Geographic Information Systems Analyst (MIS/IT 4) (Vacant) - Agricultural Land Management Division**, salary range \$1,710,255 - \$2,032,920 per annum and any allowance(s) attached to the post.
3. **Senior Accountant (FMG/PA 1) (Not Vacant) - Research and Development Division (Bodles Research Station, Old Harbour)**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.

1. Manager, Infrastructural Services (MIS/IT 6)

Job Purpose

Under the supervision of the Director (MIS/IT 7), the Manager, Infrastructural Services (MIS/IT 6) is to provide and maintain a secure, reliable and efficient computing and networking environment, to permit users to perform their functions.

Key Responsibilities

To provide sufficient Information Technology operational capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level:

- Provides a secure, reliable and efficient computer environment by:
 - ✓ Planning, designing and implementing local and wide area networks including network servers, hubs, routers, switches, workstations and other peripheral devices
 - ✓ Installing and configuring network servers for email, internet, Proxy, Web and Intranet services
 - ✓ Installing and configuring all necessary telecommunication devices
 - ✓ Ensuring that Network and Communication Work Plans are executed according to agreed standards, targets and schedules
 - ✓ Diagnosing, analysing and resolving complex and routine server, network and computer hardware and infrastructure problems as they occur
 - ✓ Installing server, network, computer and telecommunications related operating software, upgrades and patches
- Optimizes system performance by:
 - ✓ Monitoring servers and computer systems and implementing parameter tuning geared to improving system performance
 - ✓ Customizing modifiable systems files to improve performance as instructed
 - ✓ Providing restricted system information as requested by authorized personnel
 - ✓ Diagnosing, analysing and resolving simple routine systems management-related problems
 - ✓ Maintaining documentation regarding network configurations, operating procedures and service records relating to network hardware and software

- Assists in providing training for end users by:
 - ✓ Reviewing system logs to identify areas of poor usage and/or abuse of the network and computer systems
 - ✓ Defining user requirements
 - ✓ Determining course participants
 - ✓ Preparing course material and handouts
 - ✓ Facilitating the delivery of user training

To support the information requirements of all Divisions of the Ministry in a timely, responsive and cost-effective manner:

- Ensures the security and integrity of the Network Computer System by:
 - ✓ Participating in risk analysis and periodic reviews
 - ✓ Assisting in devising measures for back-up, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters
 - ✓ Establishing secured connectivity with the Internet for related services such as email, web browsing, VPN, FTP etc
 - ✓ Maintaining mail, web and Intranet servers

To upgrade and expand existing hardware to accommodate the growing information processing needs of the Ministry:

- Supervises the installation of servers, computers and peripherals within the Ministry, its Departments and off-site Divisions by:
 - ✓ Inspecting sites to assess infrastructural needs
 - ✓ Developing hardware specifications, request for Quotation/ Proposal, award of Contracts and other related documentation
 - ✓ Supervising and approving the work of contractors
 - ✓ Preparing operational procedures for equipment use and maintenance of operating environment;
- Monitors the supply of electricity to computers and related equipment to ensure the availability of clean and continuous power at all times, except for scheduled maintenance;
- Keeps abreast of trends and developments in information technology especially in networking and communication related devices, system software and diagnostic tools.

To lead and manage the computer and network infrastructure development function in the achievement of the strategic objectives above:

- Plans, organizes and directs the activities of the infrastructure development function, including assisting with the development of that component of the Corporate and Operational Plans and Budgets, and monitoring the Section's achievement against them;
- Seeks feedback from internal and external stakeholders with regard to their satisfaction with the level of service provided by the Unit;
- Provides leadership and guidance to the direct report through coaching, mentoring, training, delegation and communication;
- Manages the welfare and development of direct report through the preparation of Performance Appraisals and recommendation of training and development programmes;
- Ensures direct report is aware of and adheres to the policies, procedures and regulations of the Unit and the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Initiative
- Leadership
- Goal/Results oriented
- Customer and quality focus

Technical:

- Knowledge of local and wide area networking
- Knowledge of Windows Server 2003, 2008 & 2012
- Knowledge of network protocols and diagnostic tools
- Skilled in computer hardware and software maintenance
- Knowledge of GOJ Procurement Procedures

Minimum Required Qualification and Experience

- B.Sc. in Computer Science or related field;
- Four (4) years in a networking environment with two (2) years at the Supervisory level.

Special Conditions associated with the Job

- Required to travel locally.

2. Geographic Information Systems (GIS) Analyst (MIS/IT 4)

Job Purpose

Under the supervision of the Manager, Agricultural Mapping, the Geographic Information Systems (GIS) Analyst (MIS/IT 4) provides technical support and to ensure that geographic or (spatial data) is captured and analysed in accordance with approved international standards. The incumbent is also responsible for maintaining the integrity of the database for various analyses and interpretation that support the Agricultural Land Management Data and to solve organizational information problems and requirements, designing computer programmes and recommending system controls and protocols.

Key Responsivities

Management/Administrative:

- Monitors material and supplies;
- Manages routine procedures;
- Prepares work programmes;
- Updates and maintains database;
- Liaises with user Agencies and other Geographic GIS Entities to ensure co-ordination and efficient use of facilities;
- Prepares and submits reports.

Technical/Professional:

- Discovers patterns and trends through spatial data mapping;
- Assists with the development of mapping applications and tools;
- Assists with the management of the Digital Library of geographic maps;
- Verifies database and data integrity;
- Analyzes data contained in database;
- Identifies data integrity issues with existing and proposed systems and implements solutions;
- Writes technical procedures and documentation for the applications including operations, user guide, etc.;
- Assists in troubleshooting technical issues and identifies modifications needed in existing applications to meet changing user requirements;
- Identifies opportunities that can improve efficiency of business processes;
- Participates in meetings with the IT Network Team to discuss problematic issues to be resolved and report progress;
- Participates in formatting designs of information sheet to facilitate easy data capture and processing with use of computers;
- Catalogues and processes existing and incoming data for storage and retrieval from the database;
- Trains personnel to use GIS software in order to effectively carry out analysis;
- Documents and reports all hardware/software systems defects upon detection;
- Co-ordinates activities with the Senior Cartographer by ensuring control in terms of accuracy and compliance with internationally acceptable standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Good problem-solving and decision-making skills
- Good time management and analytical skills

- Methodical

Technical:

- Sound knowledge of Information Communication Technology and Applications
- Sound knowledge of GIS software (ArcGIS, R2V, ERADS, etc)
- Sound knowledge of data capture techniques, such as remote sensing and GPS
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Information Systems (MIS) or Computer Science and one (1) year experience in an organization in which GIS is utilized in the analysis and presentation of spatial information.

OR

- Bachelor of Science Degree in Information Technology with two (2) years' experience in an organization in which GIS is utilized in the analysis and presentation of spatial information criteria.

Special Conditions associated with the Job

- Long working hours on computers;
- May be required to travel in the execution of official duties.

3. Senior Accountant (FMG/PA 1)

Job Purpose

Under the supervision of the Professional Accountant (FMG/PA 2), the Senior Accountant (FMG/PA 1) is responsible for providing accounting support by ensuring that proper accounting procedures are adhered to in accordance with Government Accounting Policy.

Key Responsivities

- Maintains the Value Book and signs for cheques/valuables;
- Reviews and submits Bank Reconciliation Statement and reports;
- Maintains cheque inventory;
- Prepares Financial Reports;
- Verifies and assists in authorizing vouchers for payment;
- Prepares monthly Expenditure Reports;
- Checks Cash Books to ensure transactions are recorded in accordance with FAA Act;
- Checks Revenue Statements to ensure that records are maintained;
- Checks salaries and statements;
- Supervises the maintenance and updating of Deposit Ledgers;
- Oversees the maintenance of livestock inventory books;
- Checks lodgements and ensures that proper records are maintained in accordance with FAA Act;
- Reviews Monthly Report of deductions and prepares Monthly Report of Expenditures;
- Maintains the Commitment Register and ensures that there are no over expenditure;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Integrity
- Honesty
- Confidentiality

Technical:

- Sound knowledge of Government Accounting Procedure and the Financial Administration and Audit Act
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited tertiary University.

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

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

Email: 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**