



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 539**  
**OSC Ref. C.6567<sup>14</sup>**

**7<sup>th</sup> December, 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 fill the **vacant** posts in the **Police (Civilian Oversight) Authority**:

1. **Manager, Information Systems and Technology (MIS/IT 5)**, salary range \$1,930,750 - \$2,295,055 per annum and any allowance(s) attached to the post.
2. **Inspection and Monitoring Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

**1. Manager, Information Systems and Technology (MIS/IT 5)**

**Job Purpose**

The incumbent will be responsible for maintaining an efficient, reliable Information Technology (IT) System which will assist staff in completing their job functions.

**Key Responsibilities**

- Diagnoses, analyzes and resolves system problem in a timely manner;
- Monitors network capabilities and makes recommendation for improvement;
- works with vendors to resolve communications and system issues;
- Diagnoses and repairs IT equipment;
- Performs data backup and disaster recovery and ensures the functioning of software applications;
- Plans and executes the selection, installation, configuration and testing of equipment;
- Participates in Risk Assessment and Management exercises;
- Conducts staff training in the use of new product and/or equipment;
- Assists in the reproduction of statistical data;
- Prepares requisitions for budgetary commitments in respect of the acquisitions of computer hardware, software and other digital devices;
- Manages and deploys computers and other electronic equipment required for the day-to-day operations of the Organization;
- Provides technical advice to the Chief Executive Officer and other Directors;
- Provides technical guidance and training to users of the system;
- Ensures that routine and preventative maintenance of personal computers, laptops and peripherals;
- Manages support positions involved in systems administration and provides guidance on the resolution of problematic issues;
- Performs any other duties that may be assigned from time to time by the Chief Executive Officer.

**Required Knowledge, Skills and Competencies**

- Sound knowledge of networking and operating systems
- Good knowledge of current technological trends
- Strong interpersonal skills
- Strong oral and written Communications skills
- Excellent customer and quality focus skills
- Excellent analytical skills
- Ability to write programmes
- Ability to work under pressure
- Thorough knowledge of Windows and Unix Architecture
- Working knowledge of Website development and maintenance

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

- Bachelor's Degree in Computer Science or Information Technology;
- Three (3) years as Systems Administrator;
- Three (3) years' experience in Network and Server Installation, Maintenance and Management;
- Two (2) years supervisory or managerial experience;
- Experience in Social Network and Strategies would be an asset.

## **2. Inspection and Monitoring Officer (GMG/SEG 1)**

### **Job Purpose**

The Inspections and Monitoring Officer will be responsible for conducting Inspections, Audits and the Monitoring of the Jamaica Constabulary force (JCF) and its Auxiliaries, and will provide recommendations and reports as required, ensuring best practice procedures are in place in all areas of the Inspection and Monitoring operations.

### **Key Responsibilities**

- Conducts assignments as required under the Monitoring Programmes;
- Assists in the setup of a benchmarking process against which to measure the performance of JCF and its Auxiliaries;
- Conducts assignments as required under the Inspections/Audit Programme;
- Conducts research in support of Monitoring Programmes as well as Inspection and Auditing Programme;
- Liaises with members of the JCF as required to perform the Inspection and Monitoring functions;
- Collects and analyses of data to determine trends, issues and concerns;
- Prepares Weekly and Monthly Performance Reports supported by statistical data;
- Participates actively in the development of Strategic and Operational Plans for the Inspection and Monitoring Department.
- Liaises with the appropriate Government Departments and Agencies as may be required.

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

- Strong computer literacy
- A high level of confidentiality
- Excellent analytical and interpretive skills
- Strong interpersonal and communication skills (verbal and written)
- Excellent report writing ability
- Strong negotiation skills
- Ability to cope well under pressure
- Ability to meet deadlines
- Self-motivated

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

- Bachelor's Degree in Management, Accounting or Criminology;
- Three (3) years' experience in a similar environment in a similar environment;
- Training and experience in Investigations, Audit and People Management;
- Project Management Training;
- Supervisory level experience in a uniformed organization would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 20<sup>th</sup> December, 2022 to:**

**Director, Human Resource & Office Services  
Police (Civilian Oversight) Authority  
5A West Avenue, Kingston Gardens  
Kingston 4**

**Email: [pcoa2005@gmail.com](mailto:pcoa2005@gmail.com)**

**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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**