



CIRCULAR No. 20
OSC Ref. C.4857¹⁷

12th January, 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** post of **Geologist (SOG/ST 5)** in the **Ministry of Transport and Mining**, salary range \$2,735,387 – \$3,678,791 per annum.

Job Purpose

Under the directive of the Director, Research and Mapping, the incumbent will be responsible for the systematic mapping of the entire island and for the identification and analysis of the extent and inter-relationship of all rock types.

Key Responsibilities

Technical/Professional:

- Conducts systematic geological mapping of the entire island;
- Conducts damage assessments after a national disaster;
- Interprets and analyzes geological data gathered in the field;
- Produces geological maps, cross-sections, reports, etc. for publication;
- Assists cartographer in the editing and compilation of new metric series of geological maps to ensure the output of high standards;
- Supervises the preparation of petrographic thin sections, peel acetate, etc.;
- Ensures proper catalogs of all specimen, cores, slides, maps and reports are kept;
- Ensures proper logging of core and drill samples;
- Provides geological information to assist various Public and Private Sector Agencies through written reports or by oral communication;
- Conducts site inspections and produces reports relating to geological, geo-hazard and geotechnical issues;
- Reviews geological publications and documents on a regular basis in order to be up to date with new scientific/geological methods and techniques;
- Attends various meetings, workshops and presentation on geological matters;
- Conducts lectures, presentations and seminars on rocks, minerals and other geological topics for primary, secondary and tertiary institution, as well as social groups;
- Responds to queries and complaints relating to geological matters;
- Supervises Field Assistants and driver during field excursion.

Administrative:

- Assists in organizing accommodation and equipment for field activities;
- Assists in the general administration of the Unit;
- Prepares monthly and annual reports on duties executed;
- Monitors administrative records of development application;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of digital cartographic software
- Sound knowledge of remote sensing techniques/satellite imagery
- Sound knowledge of geology, sedimentology and paleontology
- Excellent map-reading skills
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Geology.

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th January, 2023 to:**

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

Email: hr@mtw.gov.jm

Please note that only short-listed 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