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(CENTRAL GOVERNMENT)
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CIRCULAR No. 79   **16th February, 2023**
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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 following **vacant** posts in the **Ministry of Economic Growth and Job Creation (MEGJC):**

1. **GIS Systems Administrator (MIS/IT 5) – National Spatial Data Management Branch**, salary range $3,332,803 - $4,482,249 per annum.

2. **Librarian (PIDG/LB 3) – Documentation/Information and Access Services Branch** salary range $2,735,387 - $3,678,791 per annum.

1.   GIS Systems Administrator (MIS/IT 5)

Job Purpose

Under the general direction of the GIS Infrastructure Manager, the GIS Systems Administrator is responsible for administering the GIS Network System(s) of the NSDMB to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

Key Responsibilities

Management/Administrative:
- Prepares Individual Work Plan based on alignment with the Branch Operational Plan;
- Assists in the development of the Branch Business Strategic and Operational Plans and Budget;
- Assists in the preparation of the Divisions Monthly, Quarterly and Annual Reports;
- Prepares computer/network/systems Audit Reports;
- Represents the GIS Infrastructure Manager at meetings as required;

Professional/Technical:
- Provides Network/System Administration and technical support for the LICJ Geoinformatics Training Centre and the National Spatial Data Management Branch;
- Assists in the maintenance of equipment in the LICJ Geoinformatics Training Centre (LICJ Lab) and the NSDMB;
- Administers the Branch and the LICJ Geoinformatics Centre's LAN and WAN including systems performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance within the National Spatial Data Management Centre as well as the LICJ Geoinformatics Training Centre in order to determine whether adjustments need to be made and to determine where changes will need to be made in the future;
- Plans, co-ordinates, and implements network security measures in order to protect data, software, and hardware;
- Identifies rapidly and fixes any network devices in response to newly identified security threats,
- Helps with the roll out of Desktop PCs; such responsibilities will include software and hardware upgrade planning and the general execution of Desktop rollouts;
- Configures, and tests computer hardware, networking software and Operating System Software;
- Installs GIS Hardware and software at the LICJ Geoinformatics Lab, within the NSDMB and in collaboration with the Senior GIS Manager/Trainer at GISSEP Institutions;
- Assists in the resolution of GIS Hardware and software failures and Operational System errors within the LICJ Lab and the NSDMB and other GIS Entities within the LICJ;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;

- Makes recommendations to the GIS Infrastructure Manager about recommended software and hardware the NSDMB/LICJ should invest in;
- Provides end user support including problem resolutions relating to hardware, software, and communication issues and manages IT Help Desk in relation to the NSDMC, the LICJ Geoinformatics Lab and to other Government entities as required;
- Performs data backups and disaster recovery operations;
- Provides documentation of GIS network systems, operational procedures, network topology and hardware inventory;
- Maintains a Systems and Procedures Manual for the LICJ Geoinformatics Training Centre;
- Performs routine network startup and shutdown procedures and maintains control records;
- Assists with the development of Web Applications to contribute to data sharing and building out of the National Spatial Data Infrastructure;
- Provides systems support for the National Geospatial Web Portals, Metadata Portal and Climate Change Data Node and other portals as necessary;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems and GIS related network management;
- Keeps abreast of current technological developments in ICT and GIS.

Other:
- Performs additional duties outside of core functions as assigned or when required;
- Participates in team efforts to achieve Branch and Ministry goals.

Required Knowledge, Skills and Competencies

Core:
- Good interpersonal and team building skills
- Good oral and written communication skills
- Good trouble shooting and problem-solving skills
- Research and information gathering skills
- Strong interpersonal skills
- Ability to work on own initiative
- Ability to communicate with and understand the requirements of professional staff in area of specialty

Technical:
- Ability to perform typical advanced server and GIS network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCPIP, WINS, DHCP and IIS support functions
- Ability to install, configure and troubleshoot Windows and more current Servers and active directory and GIS related software on computers, servers and GIS equipment
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Knowledge of in-house platforms such as Windows Server, Exchange Server, ISA 2004 Server and Symantec Antivirus Corporate Edition
- Knowledge of ArcGIS Server and related Relational Database Management Systems (Oracle, SQL Server, Informix)
- Expertise with network monitoring and analysis tools
- Knowledge of Microsoft SQL and/or related database systems
- Knowledge of free and open-source software in particular GIS related FOSS
- Expert knowledge of networking services/protocol, such as TCP/IP, DNS, DHCP
- Expert knowledge of interconnecting Cisco networking devices such as routers, switches, firewalls
- Knowledge of SAN infrastructure – Fiber Channel/ISCSI
- Knowledge and expertise to design, implement and manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Knowledge of in-house platforms such as Windows Server, Linux, Window desktop 10/11, ISA 2004 Server and Symantec Antivirus Corporate Edition, Fortinet firewall and Appliances
- Ability to deploy GIS software, licenses and user accounts from ESRI's ArcGIS Online and MyESRI portals

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in an ICT related discipline with a minimum one (1) year proven working experience in computer networking.

OR

- Associates Degree with Professional certification in computer networking (**MCSA, CCNA**) and a minimum two (2) years' experience in related field;
- Incumbent must have knowledge of GIS Software and GIS related hardware and network infrastructure.

Special Conditions Associated with the Job

- Will be required to work long hours, after hours and on weekends and public holidays when the need arises.

2.   Librarian (PIDG/LB 3)

Job Purpose

To co-ordinate, maintain and administer an up-to-date reference and research Library of printed and electronic information in accordance with professional standards of classification, indexing, research and display to meet the information needs of the Ministry.

Key Responsibilities

Management/Administrative:
- Participates in the development of the Division's Operational Plan, Corporate Plan and Budget;
- Participates in meetings pertinent to role and function;
- Prepares Annual/Quarterly/Monthly reports as requested;
- Assists in the preparation of the Divisions Monthly, Quarterly and Annual Reports
- Develops Individual Work Plan based on alignment with Division's Operational Plan.

Technical/Professional:
- Ensures the maintenance and use of appropriate tools for the classification, cataloguing and indexing of library materials;
- Maintain and promote an up-to-date computerized Library Database;
- Monitors the loaning of material and ensures adherence to weeding guidelines;
- Undertakes on-going purging of outdated Library material;
- Monitors and respond to requests received via the LibAns Virtual Reference Service;
- Monitors reproduction and editing of all material and ensures compliance with the Intellectual Property and Copyright Laws;
- Develops Collection Development Plan to guide acquisition of Library material to ensure existence of a current and relevant library catalogue;
- Maintains an up-to-date compilation of newspaper clippings;
- Promotes the services of the Library through brochures and other publications and the mounting of exhibitions to encourage a change in culture as it relates to research;
- Initiates and maintains collaborative networks with other libraries and information Units;
- Identifies the information needs of the Ministry and its clients and devises an Acquisition Plan and collection policies to support fulfilment of the needs;
- Develops systems and procedures for management of Library processes and materials;
- Develops User Manual to guide users in the use of the Library;
- Develops and maintains special indexing systems and files for special collections;
- Guides Library users to effectively search the Library catalogue, Internet and other electronic resources;
- Keeps abreast of current professional practices and developments, information technologies and research applicable to library services and systems;
- Analyzes staff's requests to determine needed information and assist in furnishing or locating that information;
- Reviews and evaluates resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources;
- Conducts research to satisfy information needs of Ministry staff;
- Compiles lists of overdue materials and notify borrowers that their materials are overdue
- Writes proposals for research or project grants.

Human Resource:
- 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 direct reports and recommends transfer, promotion 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;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Director, Documentation, and the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Participates in the preparation and presentations on role of the Division/Unit for the Orientation Programme.

Required Knowledge, Skills and Competencies

Core:
- Excellent oral and written communication skills
- Excellent research and analytical skills
- Client-focused with good interpersonal skills
- Good organizing skills
- Teamwork and co-operation
- Results oriented

Technical:
- Sound background in library operations and management of information systems and tools
- Knowledge of standard rules and procedures for the classifying and processing of information
- Knowledge of intellectual property and copyright laws relative to document retention and reproduction
- Knowledge of the Legal Deposit and Access to Information Laws
- Knowledge of standard computer applications and knowledge of management information systems
- Knowledge of professional standards and codes of ethics
- Knowledge of Special Library standards

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Studies;
- Certification/training in Supervisory Management;
- Three (3) years' experience in Library or Information Management.

Applications accompanied by résumés should be submitted **no later than Thursday, 2nd March, 2023 to:**

> **Senior Director**
> **Human Resource Management and Development**
> **Ministry of Economic Growth and Job Creation**
> **The Towers, 25 Dominica Drive**
> **Kingston 5.**

> **Email: human.resources@megjc.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