



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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 be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Spatial Data Analyst (MIS/IT 5) (Vacant) - National Spatial Data Management Branch**, salary range \$3,332,803 - \$4,482,249 per annum.
2. **Systems Administrator (MIS/IT 5) (Not Vacant) - Information and Communication Technology Branch**, salary range \$3,332,803 - \$4,482,249 per annum.
3. **Web Developer/Programmer (MIS/IT 5) (Vacant) - Information and Communication Technology Branch**, salary range \$3,332,803 - \$4,482,249 per annum.
4. **Network Communication and Security Specialist (MIS/IT 5) (Vacant) - Information and Communication Technology Branch**, salary range \$3,332,803 - \$4,482,249 per annum.
5. **Research Officer (SOG/ST 5) (Not Vacant) – Housing Policy, Research and Monitoring Branch**, salary range \$2,735,387- \$3,678,791 per annum.

1. **Spatial Data Analyst (MIS/IT 5)**

Job Purpose

To manage Geographic Information Systems (GIS) data collection and collation exercises, the development and management of metadata and the use of Global Navigation Satellite Systems (GNSS) inclusive of Global Positioning System (GPS) units, other forms of Geospatial Technologies and tools. To design, analysis and preparation of maps, charts and other forms of geospatial products. The development and publishing of GIS web-based and mobile-based applications. The Analyst will also be responsible for co-ordinating the work of the Committees and Sub-committees of the LICJ which focus on geospatial projects, inclusive of metadata and GNSS.

Key Responsibilities

Management/Administrative:

- Participates in meetings and conferences on behalf of the Division and/or Ministry;
- Assists in the development of the Division's Strategic Plan and Budget and develops Individual Work Plan based on the Strategic/Operational Plan of the Division.

Technical/Professional:

- Analyzes, designs, prepares and prints digital and paper maps for both Public and Private Sector clients;
- Monitors and reviews the operations of various forms of geospatial technologies;
- Researches and reviews end user GNSS/GPS applications and makes recommendations towards the development of local applications;
- Undertakes GIS projects for internal and external clients - inclusive of:
 - ✓ Database design, population and maintenance
 - ✓ Data capture and input/entry
 - ✓ Data analysis
 - ✓ GIS Products design, publishing and deployment (maps, dashboards, applications etc.)
- Provides sensitization for the Geographic Metadata Information Standard (GIM);
- Provides on-going training assistance for LICJ Geoinformatics Training Centre, GISSEP and other related training requirements;
- Manages the Metadata Data Collection and Management Programme.

- Provides technical secretariat functions for the LICJ's Projects and Programmes Committee and Geospatial Management Committee;
- Provides metadata collection and management support to LICJ members and maintains the Geographic Information Metadata Standard (GIM);
- Provides technical support in the execution of pre, during and post deployment, training and other activities of the National Emergency Response GIS Team (NERGIST);
- Maintains a broad knowledge of state-of-the-art technology, equipment, software use and GIS Systems;
- Co-ordinates the signing of Multi-Agency License Agreements for IKONOS and other map products between the Ministry, LICJ member Agencies and other stakeholders;
- Monitors and assesses the various uses of the IKONOS dataset by Member Agencies through periodic surveys and reports;
- Manages the collection of imagery and any other geospatial datasets from LICJ member Agencies and other creditable sources for updating of the National Geospatial Repository hosted at the NSDMB;
- Manages the distribution and use of imagery and any other geospatial datasets held in the National Geospatial Repository to LICJ Member Agencies and academia;
- Assists in the organizing and executing of Geography Awareness Week and GIS Day activities;
- Develops and delivers presentations on various aspects of the Geospatial Industry;
- Prepares GIS Technical Reports, including GIS Needs Assessments, status and final Project Reports, request for proposals as the need arises per project or programme;
- Seeks partners and capital to procure large scale ortho-imagery of the island;
- Provides technical support, institutional support and direction where and when needed for Government Ministries, Agencies and Statutory Bodies, on Spatial Database design, complex GIS analysis using specialized software and general Spatial Data and Database Management processes;
- Develops and implements a cost schedule and price structure for the design and printing of GIS-based maps, and execution of various geospatial projects.

Human Resource:

- Contributes to the development and implementation of Succession Planning Framework in collaboration with the Human Resource Management and Development Branch through the development of procedural manuals and other duties prescribed within the framework.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Team and results oriented
- Strong interpersonal skills
- Good problem-solving and decision-making skills
- Detail-oriented
- Ability to work on own initiative

Technical:

- Technical knowledge of GIS, GNSS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of ESRI suite of ArcGIS software
- Competency in the use of image processing software
- Competency in the use of GIS Free and Open-Source Software (FOSS) eg. Quantum GIS, among others
- Competency in the collection and management of metadata and related tools
- Competency in the use of GNSS/GPS units and related software
- Competency in the use of computers and Microsoft Office suite of applications
- Experience with ESRI ArcGIS Desktop 10x including spatial analyst, 3D analyst extensions and a wide variety of extensions.
- Ability to provide technical guidance and leadership to professional personnel in spatial data management
- Ability to efficiently and effectively execute GIS projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Geography, Geo-informatics or a spatially related science such as Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management.

- Post Graduate training in GIS, geospatial data collection, management, analysis and dissemination methodologies;
- Three (3) years of experience in Spatial Data Collection, Spatial Database Design, creation, analysis and management, in addition to GIS project execution.

2. Systems Administrator (MIS/IT 5)

Job Purpose

To administer the network system(s) of the Ministry 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:

- Participates in meetings, conferences and other technical forums;
- Contributes to development of Strategic\Operational Plans and Budget;
- Develops Individual Work Plan

Professional/Technical:

- Performs daily administration of the LAN and WAN including system performance, stability, integrity, security and troubleshooting;
- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Implements network security measures in order to protect data, software, and hardware;
- Responses to newly identified security threats, rapidly identify and fix any network devices;
- Helps with the roll out of desktops PCs; such responsibilities will include software and hardware upgrade planning and the general execution of desktop rollouts;
- Configures and tests computer hardware, VOIP, networking software and operating system software;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;
- Makes recommendations to the Network Manager about recommended software and hardware the Ministry should invest in;
- Provides end user support including problem resolutions relating to hardware, software, and communication issues;
- Performs data backups and Disaster Recovery Operations;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine network startup and shutdown procedures and maintain control records;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent problem-solving skills
- Ability to work in a team
- Demonstrated use of initiatives

Technical

- Ability to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, WINS, DHCP and IIS support functions
- Ability to install, configure and troubleshoot Windows 2003/2008 Servers and active directory
- 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 2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server and Symantec Antivirus Corporate Edition
- Expertise with network monitoring and analysis tools

- Must be able to communicate with and understand the requirements of professional staff in area of specialty
- Knowledge of current technological developments in area of work

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in an ICT related discipline with two (2) years proven working experience in computer networking.

Specify Licensing or Certification Necessary for the Job

- Professional certification in computer networking (MCSA, CCNA).

3. Web Developer/Programmer (MIS/IT 5)

Job Purpose

To design, develop and implement software solutions to enable the different Units/Departments and users in the Ministry to carry out their functions effectively and efficiently; and maintain and design the contents of the Ministry website and intranet to ensure currency and accuracy.

Key Responsibilities

- Participates in the development and implementation of network-wide web base software solutions for use in the Ministry;
- Programmes and updates the Ministry's Intranet and Website;
- 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 cloud 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;
- Manages the day-to-day operations of the Ministry's Website and Intranet, including updates, maintenance, and ongoing development;
- Oversees and co-ordinates content management and user experience and create and maintain a consistent website architectural structure;
- Maintains accurate documentation of all custom developed software solutions including source codes and programme logic flow diagram;
- Liaises with Heads of Divisions, HR and PR to gather relevant and up to date information for website;
- Finds, diagnoses and fixes website problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies;
- Conducts online satisfaction survey to measure level of satisfaction with newly developed/deployed systems;
- Proposes and implements system enhancements that will improve the performance and reliability of systems, website usability and functionality;
- Documents software changes to reflect modification, upgrades etc.;
- Prepares Individual Work Plan based on strategic alignment with Operational Plan of the Division;
- Performs miscellaneous job-related duties as assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Excellent problem-solving skills
- Ability to work in a team
- Demonstrated use of initiatives

Technical

- Quick learner and 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 2003/2008 network platform.
- Good knowledge of SQL Server, VB 6, C-Sharp, PHP, SharePoint, Photo Shop and .NET (or later versions) platforms.
- Good knowledge of 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 program from program logic diagram
- Good software documentation skills
- Knowledge of current technological developments/trends in area of expertise

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in ICT with emphasis on Software Development;
- Two (2) years of experience in related field.

Specify Licensing or Certification Necessary for the Job

- Professional certification (MCSD, MCPD) in software development is highly desirable.

4. Network Communication and Security Specialist (MIS/IT 5)**Job Purpose**

To manage the Ministry's LAN, WAN and IP Telephony to ensure adequate availability of computing resources, smooth transfer of information, security of data and availability and access to productivity tools that allow users to do their job effectively.

Key Responsibilities***Management/Administrative:***

- Contributes to the preparation of the Branch's Budget and other administrative functions;
- Participates as a member of Management Team in planning, problem resolution and reviewing Department performance;
- Provides guidance to the Director of Information and Communication Technology and managers on matters relating to ICT;
- Represents the Organization at meetings, conferences and other functions related to ICT;
- Prepares Individual Work Plan based on strategic alignment to Division's Operational Plan.

Technical/Professional:

- Plans, secures and directs the implementation of all network systems;
- Conducts research into new ICT products and make recommendations to the ICT Director;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Develops and manages the implementation of suitable backup systems to protect and secure the Ministry's data;
- Protects computer assets by developing security strategies; directing system control development and access management, monitoring, control, and evaluation;
- Develops documents and manages the implementation of Disaster Recovery Plan(s) to minimize system downtime and protect the Ministry's information assets;
- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Advises Senior Management by identifying critical security issues; recommending risk-reduction solutions;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems to protect the Ministry's ICT network and data from viruses, external intrusion and internal un/intentional harm;
- Manages the use of key equipment such as photocopiers and printers to prevent abuse;
- Plans, manages and participates in the installation and configuration of network devices such as server boxes, server software, routers, switches, firewalls, printers etc.;

- Evaluates the Ministry's Network Systems against established industry benchmarks for performance, security, stability etc. and plan and implement the improvements of the systems where necessary.

Human Resource:

- Participates in the recruitment of staff for the Division/Unit in accordance with established Human Resource policies and procedures;
- Contributes 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 Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent problem-solving skills
- Ability to work in a team
- Demonstrated use of initiatives

Technical

- Knowledge and expertise to design, develop and implement and secure LAN and WAN solutions
- Ability to install and configure Windows 2000/2003/2008 Servers and active directory
- Knowledge and expertise to formulate develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Expert knowledge of in-house platforms such as Windows 2000/2003/2008 Server, Exchange 2003/2008 Server, ISA 2004 Server
- Expert knowledge of networking services/protocol such as TCP/IP, DNS, DHCP
- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Expertise in tools of the trade

Minimum Required Qualification and Experience

- Bachelor's degree or equivalent in ICT discipline;
- Two (2) years of experience in related field.

Specify Licensing or Certification Necessary for the Job

- Professional certification (MCSE, CCNA) in software development is highly desirable.

5. Research Officer (SOG/ST 5)

Job Purpose

Under the direct supervision of the Senior Research Officer, the Research Officer will assist with the coordination and execution of research activities, via primary and secondary data collection techniques/methods, to support the development of the Ministry's policies, programmes and plans.

Key Responsibilities

- Participates in the design, development and review of research instruments;
- Conducts research studies and surveys for the Ministry, Departments and Agencies;
- Participates in the processing and analysis of research data;
- Participates in a range of research work including research to determine Sector developments impacting the Ministry's programmes and plans;
- Participates in the Ministry's socio-economic surveys and housing needs assessment studies;
- Assists with the production of policy, Sector and Project Reports and publications;
- Liaises with Government, Departments and Agencies in data gathering exercises and in

- the exchange of data/information;
- Contributes to the preparation of Plans, Budgets and Reports.

Required Knowledge, Skills and Competencies

Core

- Methodical and analytical
- Excellent communication and interpersonal skills
- Excellent planning and organizing skills
- Working knowledge of standard computer applications
- Working knowledge of the Statistical Package for Social Science (SPSS)
- Team-oriented

Technical

- Knowledge of research techniques with experience in qualitative and quantitative data gathering and analysis
- Knowledge of information and data management systems
- Sound knowledge of the operational procedures of Central Government

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences, Demography, Urban and Regional Planning or other related disciplines, with a strong research component;
- Training in research;
- Three (3) years working experience.

Applications accompanied by résumés should be submitted **no later than Monday, 27th 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**