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(CENTRAL GOVERNMENT)
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19th April, 2023

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 Transport and Mining**:

1. **Research Officer (SOG/ST 5) - (Vacant)**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Geographic Information Systems (GIS) Technician (SOG/ST 5) - (Not Vacant)**, salary range \$3,094,839 - \$4,162,214 per annum.

1. Research Officer (SOG/ST 5)

Job Purpose

Under the supervision of the Transport Planner, the incumbent is responsible for analyzing and generating written reports from data collected, to shape policies or examine the effectiveness of existing policies.

Key Responsibilities

- Participates in the design and implementation of Research Programmes, including design proposal, design survey, instruments, data entry and analysis;
- Collects, analyzes and interprets qualitative and quantitative data;
- Uses appropriate and creative methods to design and manage research projects;
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys, case studies and interviews;
- Conducts research to inform policy process, development of standards and to provide data for inclusion in documents, such as draft Bills, Cabinet Submission, etc.;
- Liaises with members of the public and other Government Departments to obtain various types of information, compiles information and produces initial draft;
- Circulates drafts for comments and organizes workshops/seminars to obtain feedback and incorporate same in revisions of the final document;
- Participates in the execution of Impact Assessment studies as the need arises and prepares the relevant reports;
- Conducts field investigations on transport matters and prepares reports;
- Represents the Ministry on various Committees, Councils, etc.;
- Prepares reports on research/studies and activities in the relevant draft and final report format;
- Reviews and provides feedback on reports, proposals and other documents, as assigned;
- Participates in the development of the Transport Statistics and Geographic Information System databases through data collection, entry and reduction;
- Manipulates and analyzes datasets for presentation in appropriate format;
- Presents and disseminates results, both orally and in writing;
- Offers research-based briefings and advice, which may involve Action Plans;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Ability to undertake applied research
- Ability to produce clear findings and reasoned recommendations
- Excellent knowledge of Research methodologies and techniques
- Numerical and computational analytical techniques
- Ability to multi-task and prioritize among conflicting demands
- Excellent knowledge and use of relevant computer applications

- Good data analysis and presentation skills

Core:

- Excellent problem-solving and decision-making skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good teamwork and co-operation skills
- Excellent planning and organizing skills
- Good customer and quality focus skills
- Accountability
- Adaptability
- Integrity

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Social Science or other relevant discipline;
- One (1) year working experience;
- Awareness of social issues and Local Government would be an asset.

Special Conditions Associated with the Job

- Will be required to work beyond normal working hours;
- Expected to travel island-wide.

2. Geographic Information Systems (GIS) Technician (SOG/ST 5)

Job Purpose

The incumbent under the general supervision of the Geographic Information Systems Analyst, the incumbent will be responsible for collecting, compiling and analyzing Geographic Information Systems (GIS) data to assist in the development of GIS applications for the automation of the GIS documents and modified computer applications to satisfy their requirement.

Key Responsibilities

- Creates and prepares maps, tables and graphic for reports and other data products, including websites and power point presentation;
- Collects, decodes and processes data;
- Maintains and updates GIS databases using ArcGIS;
- Analyzes spatial data for geographic statistics to incorporate into documents and reports;
- Conducts research to obtain information for database;
- Provides information from GIS databases to other Ministries, Departments and Agencies;
- Collects, prepares and codes spatial data into GIS format;
- Evaluates data sources for conversions and performs conversions;
- Conducts mapping research to ensure accurate use of data and responds to questions and concerns from other staff, clients and the general public;
- Assists in establishing standard map formats, queries and reports;
- Prepares and compiles data, special purpose maps, geographic and reports;
- Documents tasks completed in conformance with established procedures;
- Provides technical assistance to others on assigned projects and serves as a resource person to other Departments on GIS related topics;
- Creates and maintains links between map files/attributes and other databases;
- Assists in the collections and analysis of social, demographic, economic and transport data;
- Presents GIS information at meetings/conferences/seminars/workshops on behalf of the Ministry in order to gain support for transport projects;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge of computer based Geographic Information Systems
- Knowledge of computer-aided designs systems

- Excellent knowledge of mathematical relationships such as coordinate geometry, topology and statistics as they relate to spatial data analysis as well as automated and stereoscopic viewing
- Knowledge of principles and practices of cartography
- Knowledge of Spatial Information Systems: GIS, GPS, Remote Sensing and CAD
- Knowledge of Programming Languages: Visual basic, C++, Java, Avenue and Arc Marco Language
- Excellent knowledge of relevant computer package

Core:

- Excellent analytical skills
- Ability to communicate both orally and written
- Good interpersonal skills
- Ability to communicate with staff and customers
- Experience in the use of standard computer applications
- Excellent interpersonal skills
- Good problem solving skills
- Excellent organizational skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Geography, Urban Planning, or any other spatially related discipline.

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

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

Email: hr@mtw.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**