



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 301

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6th July, 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 the vacant post of **GIS Technician (Level 5)** in the **Information and Communication Technology Branch, Water Resources Authority (WRA)**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

The GIS Technician will update and maintain the Water Resources Authority's databases, assist with map deliverables to internal and external stakeholders and ensure the integrity of all data collected.

Key Responsibilities

- Assists with determining GIS databases, GIS datasets and GUIs for data collection needs;
- Recommends procurement of GIS goods and services;
- Maintains GIS databases and collates the geographical data needed to support the assessment of water resources at the sub-WMU level of detail;
- Updates the WRA geospatial metadata publications for circulation to WRA clients with specifications for the GIS component in the development of the Water Resources Management Information System;
- Maintains GIS and GPS equipment;
- Maintains the database which stores geographical data needed to support the water resources allocation process;
- Maintains the database which stores geographical data needed to support the floodplain management process;
- Maintains the database which stores geographical data needed to support water quality management;
- Ensures that the spatial data collection process is in keeping with established GIS standards;
- Responds to requests for GIS data from external stakeholders;
- Liaises with external agencies regarding the provision, acquisition and processing of GIS data;
- Designs, sketches, and edits maps and drawings by digitizing base-maps using GIS software and GIS based information to update and create maps;
- Assists the GIS Specialist with training for Technical Employees in the use of GIS end-user software, GIS data and GPS data collection;
- Represent the Organization at workshops, meetings and seminars.

Required Knowledge, Skills and Competencies

- Effective oral and written communication skills
- Methodical
- Analytical thinking
- Customer and quality focus
- Compliance
- Database design and modelling
- Ability to manage the client interface
- Teamwork and collaboration
- Ability to use initiative
- Goal and service oriented
- Business conduct and ethics
- Good problem-solving and decision-making skills
- Knowledge of GIS software
- Working knowledge of ArcGIS Desktop and ArcGIS Pro
- Working knowledge of open-source GIS software
- Proficiency in the use of Microsoft Office Suit

- Knowledge of GIS Systems and software, remote sensing, logical data modelling and relational databases

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Geographic Information System (GIS);
- Three (3) years' experience in the GIS field;
- One (1) year experience using CAD and open-source GIS software;
- Training in GIS is an asset.

Special Conditions Associated with the Job

- May be required to conduct field visits;
- May be required to work outside of normal working hours.

Applications accompanied by résumés should be submitted **no later than Friday, 21st July, 2023 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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**