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(CENTRAL GOVERNMENT)
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CIRCULAR No. 454   **27th October, 2023**
OSC Ref. C.6528¹²

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 **eGov Jamaica Limited:**

1. **Lead Architect – Data (Level 9)**, salary range 6.82 Million – $9.17 Million per annum.

2. **Senior Computer Operator (Level 5)**, salary range $1.98 Million – $2.66 Million per annum.

1. Lead Architect – Data (Level 9)

Job Purpose

Under the supervision of the Department Head – Data Management Services (Enterprise Architecture), the Lead Architect – Data is responsible for expanding the company's use of data as a strategic enabler of corporate goals and objectives. The incumbent executes designing, developing and implementing functions for enterprise-level applications and systems and data models that are architected at the conceptual, logical, business area and application layers. The Lead Architect – Data also acts as the primary advocate of data modelling methodologies and data processing best practices and is responsible for the technical performance and quality of work produced by team members directly under his/her guidance.

Key Responsibilities

Management/Administrative:
- Develops and delivers long-term strategic goals for data architecture vision and standards in conjunction with data users, department Managers, clients, and other key stakeholders;
- Creates short-term tactical solutions to achieve long-term objectives and an overall data management roadmap;
- Establishes processes for governing the identification, collection, and use of corporate metadata; takes steps to assure metadata accuracy and validity;
- Establishes methods and procedures for tracking data quality, completeness, redundancy, and improvement;
- Conducts data capacity planning, life cycle, duration, usage requirements, feasibility studies, and other tasks;
- Creates strategies and plans for data security, backup, disaster recovery, business continuity, and archiving;
- Ensures that data strategies and architectures are in regulatory compliance;
- Ensures the success of enterprise-level application rollouts (e.g. ERP, SCM, CRM, SAP, PeopleSoft, etc.);
- Liaises with vendors and service providers to select the products or services that best meet company goals.

Technical/Professional:
- Assesses and determines governance, stewardship, and frameworks for managing data across the organization;
- Develops and promotes Data Management methodologies and standards;
- Selects and implements the appropriate tools, software, applications, and systems to support data technology goals;
- Oversees the mapping of data sources, data movement, interfaces, and analytics, with the goal of ensuring data quality;
- Collaborates with Project Managers and Business Unit Leaders for all projects involving enterprise data;

- Addresses data-related problems in regard to systems integration, compatibility, and multiple-platform integration;
- Develops and implements key components as needed to create testing criteria in order to guarantee the fidelity and performance of Data Architecture;
- Documents the Data Architecture and environment in order to maintain a current and accurate view of the larger data picture;
- Identifies and develops opportunities for data reuse, migration, or retirement.

Required Knowledge, Skills and Competencies

Core:
- People Management Skills
- Good Leadership Skills
- Planning & Organizing Skills
- Goals and Result Oriented
- Good Oral & Written Communication Skills
- Good Interpersonal skills
- Initiative
- Teamwork & Co-operation
- Customer & Quality Focus
- Analytical / Logical Skills
- Managing the Client Interface

Technical:
- Strong appreciation for business processes and the supporting role of data.
- Understanding the techniques to transition from business processes to IT solutions.
- Good understanding of systems development lifecycle, database design and management and techniques for testing software projects.
- Strong analytical and critical thinking skills
- Good data migration and integration skills as well as data warehousing skills.
- Excellent database designing skills
- Innovative with good research skills
- Strong communication skills
- Excellent negotiation and project management skills

Minimum Required Qualification and Experience

- Bachelor's Degree/Master's Degree in Computer Science or equivalent;
- Proven experience in business and product development in the technology industry;
- At least 6 years relevant industry experience;
- Experience in client management.

2. Senior Computer Operator (Level 5)

Job Purpose

Under the supervision of the Manager – Data Centre Operations the Senior Computer Operator interfaces with other team members and members of the technical teams within the company for the support of the systems in the Suite as well as for limited customer support outside of normal business hours. The Senior Computer Operator's role is to monitor as well as guide the Computer Operators and control the company's computer systems and peripheral equipment for the purpose of uninterrupted service, operating runs and batch job as well as troubleshooting multi-platform systems in a 24x7 dynamic environment.

Key Responsibilities

Management/Administrative:
- Assists in preparing Operational Work Plans for the Unit;
- Collaborates with the manager in the development of the Division/Department's Corporate and Operational Plans;
- Co-ordinates work processes within the Unit and with external Departments/Divisions;
- Informs the Manager of operational progress, risks, issues, major setbacks, resource constraints and significant deviations from agreed objectives/targets/actions;

- Collaborates in policy development and makes representation for approval through the Manager;
- Recommends through the Manager the adoption of international standards frameworks;
- Enforces policies and standards to support departmental strategy and establish alignment with stakeholders;
- Collaborates in major periodic reviews of policies and standards to ensure relevance and currency;
- Collaborates in the development of departmental policies;
- Prepares Weekly, Monthly, Quarterly, and Annual Reports for the Manager;
- Collaborates with the Manager in the development of the Department's Human Resource plans;
- Collaborates with the Manager to ensure that Job Descriptions are reviewed, goals and objectives are set and performance appraisals are conducted for each member of the Team;
- Supervises all team members to ensure high performance and productivity levels are maintained at all times and objectives and targets are achieved;
- Performs any other related job enrichment duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:
- Excellent Oral and Written Communication Skills
- Methodical, results oriented, time-sensitive and highly motivated
- Keen eye for details and the ability to exercise initiative
- Team player
- Good interpersonal skills
- Good planning and organizing skills
- Goal and result oriented
- Ability to use own initiative
- Teamwork and co-operation
- Good analysis skills
- Customer and quality focus
- Compliance

Technical:
- Software development languages
- Analyzing information
- Software design
- Software debugging
- Software development fundamentals
- Software testing
- Software algorithm design
- Software documentation
- Software performance tuning
- Strong analytical skills with the ability to formulate and conceptualize solutions

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Engineering or equivalent from a recognized tertiary institution;
- Five (5) years' application development experience, inclusive of three (3) years in a similar position;
- Experience in the conceptualization, design, specification, development and implementation of automated solutions to meet business needs;
- Experience in object-oriented analysis and design techniques;
- Knowledge and experience in Java and C# and general web-based development tools;
- Experience developing applications using Java Enterprise Edition (JEE) and/or Microsoft .Net technologies. Familiar with agile software development methodologies such as SCRUM;
- Knowledgeable about agile engineering practices such as XP, TDD and Continuous Integration and Delivery;
- Experience working with a Continuous Integration Server;
- Working knowledge of Version Control Systems; preferably Git;
- Experience writing automated unit tests using a Unit Testing Framework.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th November 2023 to:**

> **Director,**
> **Human Resource Management and Administration**
> **eGov Jamaica Limited**
> **P.O Box 407**
> **Kingston 6**

> **Email: recruitment@egovja.com**

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