



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 37**

### **OSC Ref. C.5850<sup>16</sup>**

17<sup>th</sup> January, 2024

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 to/fill the following **vacant** posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **GIS Project Manager (GMG/SEG 3) - National Spatial Data Management Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Housing Policy Analyst (GMG/SEG 2) - Housing Policy Research and Monitoring Branch**, salary range \$3,770,761 - \$5,071,254 per annum.

### 1. **GIS Project Manager (GMG/SEG 3)**

#### **Job Purpose**

The GIS Project Manager initiates, leads, and oversees GIS programmes and projects. This role involves evaluating GIS proposals for implementation, providing technical and Project management support to Government entities on GIS database and systems design, and assisting in policy and technical guideline development for GIS and related technology systems. They play a key role in implementing and monitoring these systems, ensuring their alignment with the National Spatial Data Management Branch (NSDMB) objectives and standards.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Co-ordinates relevant meetings, workshops, and conferences for the Branch and Ministry;
- Assist in developing the Branch's Strategic Business and Operational Plans, Quarterly and Annual Reports and Budget;
- Assesses and advocates for the integration of new GIS technologies;
- Enhances Branch and organizational effectiveness and efficiency;
- Assists in preparing policies and guidelines for GIS design, implementation, and management;
- Contributes to preparing Cabinet Notes and Submissions, Ministry Papers and Speeches;
- Provides educational and technical support to selected schools through mentorship programmes when necessary;
- Provides support to the design and delivery of LICJ Courses.

##### ***Technical/ Professional:***

- Researches and identifies potential donors and funding sources to support the National Spatial Data Infrastructure (NSDI) and other GIS projects proactively;
- Offers expert advice and technical assistance to the Land Information Council of Jamaica (LICJ) members in preparing GIS and related project proposals;
- Evaluates and provides recommendations on GIS project proposals prepared by LICJ members Critically.
- Develops and presents tailored demonstrations and presentations based on specific project requirements;
- Assists in creating, modifying, and overseeing guidelines for implementing and utilizing GIS tools in national and agency-specific systems;
- Identifies opportunities for special GIS projects within the LICJ community and prepare comprehensive proposals for these initiatives;
- Provides technical assistance and serve as a key consultant for designing, developing, and establishing GIS systems for special support projects;
- Conducts requirements analysis and design for geodatabases and interfaces, including custom development and integration using ESRI APIs;
- Assists in reviewing and monitoring GIS projects and programmes to ensure alignment with existing systems and national objectives;
- Develops strategies, processes and policies to facilitate spatial data access, management, and integration;

- Recommends and assists in developing strategies and proposals for system modernization, resource identification, and solving system management issues;
- Acts as a liaison with Government Agencies, Statutory Bodies, NGOs, the Private Sector, and International Technical Groups for feedback on implementing and using GIS and related technologies.

***Project Management and Co-ordination:***

- Develops Project Plans that align with stakeholders' interests and requirements;
- Ensures that GIS projects align with the Organization's Strategic and Business Plans;
- Implements monitoring and evaluation frameworks that track project performance and evaluate impact and ROI;
- Adapts project strategies based on stakeholder feedback and guidelines, optimizing project execution for successful funding outcomes;
- Oversees the preparation and maintenance of detailed documentation for funding applications, ensuring compliance with donor standards;
- Develops the capacity within the Team for effective Project Management by the requirements of stakeholders and Funding Agencies;
- Establishes and maintains strategic relationships with stakeholders, understanding their evolving needs and priorities.

***Human Resource:***

- Contributes to developing and implementing the Succession Planning Framework in collaboration with the Human Resource Branch by developing procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on the role of the Branch in the onboarding process.

**Required Knowledge, Skills and Competencies**

***Core:***

- Ability to work effectively in teams with a wide range of GIS stakeholders in a diverse community (team-building skills)
- Excellent problem-solving and decision-making skills
- Excellent oral and written communication skills
- Strong interpersonal skills

***Technical:***

- Expertise in managing the entire GIS project lifecycle, encompassing initiation, planning, execution, monitoring, and closure, focusing on GIS-specific methodologies and best practices
- Experience with agile project management methodologies, demonstrating flexibility and adaptability in dynamic project environments
- Knowledge of GIS concepts and applications such as Web GIS, GPS technology, and sector-specific GIS applications (e.g., urban planning, environmental management, utility management)
- Advanced proficiency in Microsoft Office suite and project management software.
- Competency in data analysis, statistical techniques, and visualization tools like Tableau and Power BI. Ability to translate complex GIS data into actionable insights
- Familiarity with programming languages and frameworks essential for GIS, including Python, JavaScript, .NET (ASP.NET, VB.NET, C#), XML, Java, HTML, and CSS
- Expert Proficiency in configuring, using, and managing the latest ESRI Software Suite (including ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, and ArcGIS Server) and experience with relevant databases (Oracle, SQL Server, PostgreSQL)
- Familiarity with GIS Software Development Kits (SDKs) and APIs
- Familiarity with Cloud Computing Platforms (AWS, Azure) and knowledge of web-based GIS platforms like ArcGIS Online
- Awareness of emerging technologies in GIS, such as machine learning, AI, and integration in GIS, and their applications in spatial data analysis and decision-making processes

**Minimum Required Qualification and Experience**

- Bachelor's Degree in GIS or related Spatial Science with advanced training in Information Systems Project Design Implementation and Management;
- Five (5) years of experience as a GIS Manager with wide knowledge and proven success managing GIS development and implementation at the project and enterprise levels;
- Certificate in Principles of Project Management or equivalent training in Project Life Cycle Management and Co-ordination.

## **2. Housing Policy Analyst (GMG/SEG 2)**

### **Job Purpose**

The Housing Policy Analyst will be responsible for the formulation, amendment and monitoring of the implementation of policies and legislation pertaining to housing/human settlement development; and conducting research to inform the formulation and amendment of sector specific policies and legislation. The incumbent will also liaise with UN-Habitat, MINURVI and other international stakeholders to keep abreast of developments, trends and best practices within the Housing Sector.

### **Key Responsibilities**

- Participates in the development of new policies and legislation and the amendment of existing policies, legislation, and regulations;
- Facilitates the integration of international agreements and treaty obligations into legislation and regulations and oversees their implementation within the Ministry's programmes and projects;
- Liaises with UN-Habitat to keep abreast of its activities pertaining to human settlements, local project opportunities for implementation, and international best practices in the Housing Sector;
- Provides secretariat support in relation to Jamaica's role and engagement in MINURVI and other international meetings;
- Supports the monitoring and evaluation of the impacts resulting from the implementation of policies and legislation within the Housing Sector;
- Collaborates with Ministries, Departments and Agencies (MDAs) as well as other Sector stakeholders to enable a coordinated and integrated approach towards the development of Housing Legislation and Regulations;
- Prepares Cabinet Submissions, Notes, and other official documents to be implemented by the Ministry and its Housing Agencies;
- Prepares Position Papers and other official documents on housing and related matters;
- Conducts thorough research and analysis on socioeconomic advancements and trends that impact the Housing Sector to guide the formulation of appropriate legislation and regulations;
- Prepares reports and provide recommendations based on trends observed within the Shelter Sector;
- Assists in the development of research instruments to effectively inform housing needs and other related issues;
- Conduct reviews on policies, legislation and other official documents and provide insights to the relevant MDAs.
- Collaborates with other Units in conducting site visits;
- Develops and recommends the Ministry's positions on emerging public and contentious housing trends;
- Participates in the planning and execution of public consultations on policies, legislation, and related matters;
- Monitors and assesses the Housing Sector, particularly in relation to construction, to facilitate projections and the formulation of proposals and policies;
- Conducts research and prepares input for presentations to be delivered by Ministers, the Permanent Secretary, the Chief Technical Director, and the Senior Director on matters related to human settlements;
- Assists in the preparation of monthly, quarterly and annual reports on the Unit's operations;
- Assists in the preparation of the Unit's Corporate and Operational Plans and Budget.

### **Required Knowledge, Skills and Competencies**

- Excellent research and analytical skills
- Good interpersonal skills
- Excellent written and oral communication skills
- Excellent planning and organizing skills
- Logical and analytical
- Proficiency in the use of relevant computer applications
- Team oriented
- Ability to work under pressure and meet critical deadlines
- Knowledge in policy formulation and management
- Knowledge in research techniques and quantitative and qualitative data collection and data analysis

- Knowledge of Government's operational procedures
- Sound knowledge of planning and policy development

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Urban Planning and Development, Public Policy, Management Studies or related fields;
- Training in Policy Formulation and Management would be an asset;
- Experience in conducting research would be an asset;
- Two (2) years related work experience.

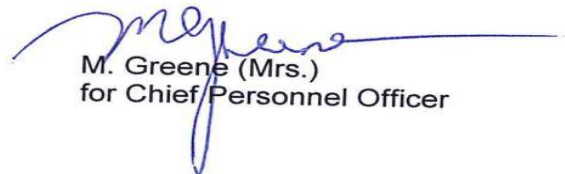
Applications accompanied by résumés should be submitted **no later than Tuesday, 30<sup>th</sup> January, 2024 to:**

**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](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer