



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 190**

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

**7<sup>th</sup> May, 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/be assigned to the following posts in the **National Spatial Data Management Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **GIS Project Manager (GMG/SEG 3) - (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Spatial Data Analyst (MIS/IT 6) - (Not Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.

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

#### **Job Purpose**

The GIS Project Manager initiates, leads and oversees GIS programs 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;
- Assists in developing the Branch's Strategic Business and Operational Plans, quarterly and annual reports and budget;
- Assess 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;
- Offers expert advice and technical assistance to the Land Information Council of Jamaica (LICJ) members in preparing GIS and related project proposals;
- Critically evaluates and provides recommendations on GIS project proposals prepared by LICJ members;
- 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 prepares comprehensive proposals for these initiatives;
- Provides technical assistance and serves 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 which 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 Resources***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotion, leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of direct reports;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and organization's goals;
- Contributes to the development and implementation of a succession planning framework in collaboration with the Human Resource Branch through the development of procedural manuals and other duties prescribed within the framework;
- Assists in preparing/conducting presentations on the Spatial Analysis Portfolio.

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

- Ability to work effectively in teams with a wide range of GIS stakeholders in a diverse community (team-building skills)
- Problem-solving and decision-making ability.
- Strong interpersonal and communication skills.
- 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**

- A 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. Senior Spatial Data Analyst (MIS/IT 6)**

### **Job Purpose**

The Senior Spatial Data Analyst (MIS/IT 6) manages data collection exercises, metadata development and management, and the use of Global Navigation Satellite System (GNSS), analysis, and preparation of maps and charts. The incumbent will coordinate the work of the Land Information Council of Jamaica (LICJ) GNSS, Metadata, and Data Standards & Symbology Sub committees of the LICJ.

### **Key Responsibilities**

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

- Prepares Individual Work Plan based on alignment with the Branch's Operational Plan;
- Assists in the organization of the Geography Awareness Week (GAW) of activities;
- Participates in meetings, conferences, seminars, workshops, and forums on behalf of the Division and/or Ministry;
- Represents the Ministry on local, regional, and international bodies and technical groups on spatial data analysis;
- Assists in the development of the Branch's Strategic Business and Operational Plans and Budget.

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

- Analyses, designs, prepares and prints digital and paper maps for both public and private sector clients;
- Conducts data and map analysis and generate reports;
- Provides mapping support for the Spatial Plan Project;
- Undertakes the preparation, design, and maintenance of all maps in a timely manner;
- Provides quality assurance and quality control for geospatial datasets;
- Conducts site visits to verify maps and land use surveys for greater accuracy and completeness;
- Undertakes spatial data projects for internal and external clients – inclusive of: Data capture and input/entry and Data analysis;
- Provides meta data collection and management support to LICJ members and maintains the metadata portal;
- Manages the metadata collection and management programme;
- Coordinates the updating of geospatial datasets and the metadata portal;
- Manages the development and maintenance of the national spatial data repository and corresponding geodatabase;
- Monitors the geospatial repository for quality assurance;
- Maintains a broad knowledge of state-of-the-art technology, equipment, software use and GIS systems;
- Collaborates with the GIS Infrastructure Manager in the management of all LICJ portal gateways including the GOJ Web Map, Metadata portal, Disaster Risk Information Platform, Ananda Alerts and NERGIST portals;
- Works with the GIS Infrastructure Manager on the administration and management of the GIS Enterprise Licence Agreement;
- Assists in the coordination of the signing of Multi-Agency License Agreements for maps and other data products between the Ministry, LICJ member entities and other stakeholders;
- Monitors and assesses the various uses of the geospatial datasets by member entities agencies through semi-annual surveys and reports;
- Assists in the identification of partners and capital to procure large scale orthoimage of the island;
- Researches and reviews end user GNSS applications and makes recommendations towards the development of local applications;
- Manages the distribution and the use of mapping products and any other geospatial datasets held by the Branch to LICJ member entities and other stakeholders;

- Provides technical advice on data conversion, image management and other related spatial analysis matters to LICJ member entities and any other stakeholders;
- Works closely with stakeholder entities that are also involved in the GIS mapping process, for example, the National Land Agency, the Land Information Council of Jamaica (LICJ) and Forestry Department;
- Assists in formulating the development of policies governing various aspects of the Geospatial Industry;
- Manages workflows within the Spatial Analysis Unit of the Branch and maintains GIS data library;
- Assists with the preparation of Cabinet Submissions that may be required;
- Prepares and conducts presentations to the public and stakeholders on the services that can be provided with the aid of GIS with respect to development proposals, long-term development, and research;
- Assists in the development of Policies for the geospatial industry.

### ***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;
- Performs other related duties as assigned.

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

- Oral and written communication skills
- Presentation skills
- Team and results-oriented
- Leadership skills
- Decision-making and problem-solving skills
- Knowledge of GIS, GNSS and Remote Sensing
- Competent in the use of GIS related software (e.g. ESRI Suite of ArcGIS and ERDAS Imagine)
- Competent in the collection and management of metadata and related tools
- Competent in the use and troubleshooting of computer applications and hardware infrastructure
- Competent in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Competence in geodatabases

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Geography, Urban Planning, Geo-informatics or a spatially related science such as Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management. **Plus**
- Post Graduate training in GIS data collection, management, analysis and dissemination.
- Five (5) years' experience in spatial data collection, spatial database design, creation, analysis and management.
- Must be able to provide technical guidance and leadership to professional personnel in spatial data analysis and management.

Applications accompanied by résumés should be submitted **no later than Monday, 20<sup>th</sup> May, 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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer