



**OFFICE OF THE SERVICES COMMISSIONS**  
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28<sup>th</sup> May, 2024

**OSC Ref. 310/04<sup>IV</sup>**

**CIRCULAR No. 2/2024**

**Chief Executive Officers**

**Sir/Madam**

Applications are invited from suitably qualified Officers to fill the vacant post of **Information Management Specialist (MIS/IT 3)**, salary range \$2,190,302 – 2,945,712 per annum and any allowance(s) attached to the post in the St. Mary Municipal Corporation.

Please see attached the relevant job posting.

**Applications are to be submitted no later than 7<sup>th</sup> June, 2024 to:**

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**Please note that only short-listed applicants will be contacted.**

M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer



# The St. Mary Municipal Corporation

## CAREER OPPORTUNITES

Applications are invited from suitably qualified persons to fill the following post:-

### INFORMATION MANAGEMENT SPECIALIST

Salary range: \$2,190,302 - \$2,945,172 per annum and any allowance (s) attached to the post

#### Job Purpose

Under the direction of the Chief Executive Officer of the St. Mary Municipal Corporation the Management Information Specialist assumes responsibility to manage and coordinate the maintenance activities of the Corporation's computer hardware, software, firmware, and peripherals to achieve optimal level of performance.

#### Job Responsibilities

The incumbent will be required to undertake the following responsibilities and duties:

- Assisting in devising measures (e.g. backup, system redundancy, anti-virus prevention, disaster recovery).
- Manages network operations to include troubleshooting connectivity problems (e.g. workstations, software applications, phones, copiers and other technologist), installing and maintaining routers, adding/terminating user, assigning rights and access, establishing e-mail address etc.
- Assist in monitoring the performance of the UPS to ensure that a clean continuous supply of electricity is available at all times, except for scheduled maintenance.
- Assisting in devising measures (e.g. backups, system redundancy, anti-virus prevention, disaster recovery etc.), which will minimize exposure to potential threats and reduce recovery time after disaster, done in the prescribe manner, and any violation is detected and addressed.
- Implements, administers and maintains database and local area network software/hardware.
- Designs, develops and maintains web-based applications including website and intranets. Continuously improves the organization's website and intranets; adds new functionality and improves user ability to maintain without technical support.
- Perform routine preventative maintenance on hardware and software.
- Ensures networks, workstations, operating systems, and software applications are optional; ensures hardware and software is patched and/ or updated; ensures all analog and broadband circuits are operational and in accordance with vender specifications.
- Manages technology inventory to include procurement and disposal.
- Assist staff in understanding and using technology.
- Establish standards and make recommendations regarding procurement, and the use of information technology within the council.
- Participate in setting up audio visual equipment for training programmes, civic functions etc.

Any other related duty (s) assigned to you from time to time by the Chief Executive Officer or any other officer vested with his/her administrative authority from time to time.

## Key Competencies

- Good knowledge of computer hardware, software, firmware and peripherals.
- Good knowledge of computer hardware programs
- Good problem solving skills
- Possess excellent communication skills
- Good initiative ability

## **Required Qualifications and Experience: -**

The Incumbent should possess a:

Bachelor of Science Degree in Computer Science or Related Field with emphasis on hardware maintenance.

OR

Diploma in Computer Science or Related field with at least 2 years' experience in computer maintenance and in administration of computer networks including intranets, internet, extranets and fiber optical cable.

FOR FURTHER DETAILS, YOU MAY EMAIL [CEO@STMARYMC.GOV.JM](mailto:CEO@STMARYMC.GOV.JM)

Kindly address all applications to:

Secretary, Local Government Services Commission  
Office of the Services Commission  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Or visit <http://stmarymc.gov.jm>  
Email: [ceo@stmarymc.gov.jm](mailto:ceo@stmarymc.gov.jm)

Closing date:

We thank all applicants and advise that only shortlisted candidates will be contacted.