OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-932-5980/ 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 21/2024

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. Thomas Municipal Corporation**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 9th August, 2024 to:

Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd 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
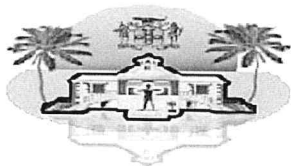
JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES

TITLE OF POST:	INFORMATION MANAGEMENT SPECIALIST
GRADE:	MIS/IT 3
DEPARTMENT:	ST. THOMAS MUNICIPAL CORPORATION
RESPONSIBLE TO:	CHIEF EXECUTIVE OFFICER

Information Management Specialist (MIS/IT 3) Post No. 131181 - salary range: $2,190,302

JOB PURPOSE: *Under the direction of the Chief Executive Officer of the St. Thomas Municipal Corporation, the Information Management Specialist assumes responsibility to manage and co-ordinate the maintenance activities of the Corporation's computer hardware, software and peripherals to achieve optimal level of performance.*

DESCRIPTION OF DUTIES:

1. Ensures the maintenance and upkeep of the Corporation's computer systems and network;

2. Assumes responsibility for the Corporation's website and payroll system;

3. Retrieves and distributes the Corporation's official email;

4. Procures parts and equipment necessary for the upkeep of the Corporation's computer systems;

5. Troubleshoots and ensures the correction of user related problems;

6. Creates or suggests computerized solutions to problems;

7. Creates security procedures and standards for Corporation's computer systems;

8. Travels to satellite stations and the Infirmary to solve computer related issues and for regular maintenance and inventory;