



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 30** **OSC Ref. C. 5850<sup>17</sup>**

**23<sup>rd</sup> January, 2025**

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 **vacant** post of **Administrator (GMG/AM 3)** in the **National Spatial Data Management Division, Ministry of Economic Growth and Job Creation**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **Job Purpose**

The incumbent is responsible for providing technical and administrative duties to support the effective and efficient functioning of the National Spatial Data Management Branch.

#### **Key Responsibilities**

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

- Assists in the preparation of the Branch's Strategic Business and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Branch's budget and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Operational and Strategic Plan;
- Participates in meetings, workshops, seminars and other events, as needed.

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

- Assists with the implementation of the Division's projects and programmes such as draft technical programme related correspondences;
- Conducts research and executes questionnaires and prepares resulting reports;
- Assists in organizing and co-ordinating, workshops, seminars, training sessions, exhibitions, forums conducted by the Branch;
- Conducts research to assist with the preparation of Cabinet Notes and Submissions;
- Collates information and prepares the Branch's Annual report, ESSJ report and other special reports;
- Prepares brochures and relevant literature for workshops and courses;
- Performs technical secretarial services for the Land Information Council of Jamaica:
  - Schedules and convenes LICJ and its sub-committee meetings;
  - Prepares Minutes of meetings;
  - Researches and prepares briefs and reports for sub-committee matters;
- Answers queries and prepares responses to requests from members of the LICJ, Government agencies and the general public;
- Maintains adequate levels of stationery and supplies at the LICJ Geo-informatics Training Centre and for the Division;
- Undertakes the procurement of equipment and supplies for the Division, in collaboration with the Procurement Unit;
- Manages and maintains inventory records for all goods, equipment and furniture reposed in the Division;
- Organizes and ensures all existing and new furniture, equipment and other goods are marked and related inventory registers updated;
- Prepares and maintains all invoices generated from services delivered by the Division;
- Arranges for the expeditious processing of bills generated;
- Manages the Petty Cash account and generates statements and reports, as required.

##### ***Human Resource:***

- Monitors and evaluates the performance of the Attendant, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Supervises the Office Attendant/Cleaner:
  - Monitors the cleaning and maintenance of office environment;
  - Manages and monitors the dispatch and collection of mail;
  - Oversees and monitors the distribution and use of cleaning supplies and other products/materials;

- Performs any other related duties that may be assigned from time to time.

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

#### **Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Results and team-oriented

#### **Technical:**

- Good analytical skills
- Good planning and organizing skills
- Solid research and information gathering skills
- Good knowledge of government regulations, policies and principles
- Competency in the use of Microsoft Suite of tools

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

- First Degree in Public/Business Administration or a related discipline;
- Knowledge of Geography, GIS or Spatial Science would be an asset;
- Two (2) years' working experience in administration.

**OR**

- Associate Degree in Public/Business Administration or related discipline;
- Knowledge of Geography, GIS or Spatial Science would be an asset;
- Four (4) years' working experience in administration.

Applications accompanied by résumés should be submitted **no later than Wednesday, 5<sup>th</sup> February, 2025 to:**

**Director, Corporate Services  
Ministry of Economic Growth and Job Creation  
7th Floor, 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**