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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 **Mines and Geology Division, Ministry of Agriculture, Fisheries and Mining:**

1. **Systems Analyst (MIS/IT 5) (Vacant)**, salary range $4,266,270 – $5,737,658 per annum.

2. **GIS/Client Support Officer (MIS/IT 4) (Not Vacant)**, salary range $3,501,526 – $4,709,163 per annum.

3. **Accounting Technician (FMG/AT 1) (Not vacant),** salary range $1,711,060 - $2,301,186 per annum.

1. **Systems Analyst (MIS/IT 5)**

Job Purpose

Under the supervision of the Commission of Mines, the Systems Analyst (MIS/IT 5) is responsible for managing the Information and Communication Technology (ICT) activities of the Mines and Geology Division to plan, design, implement and administer information systems.

Key Responsibilities

Technical/Professional
- Analyses user requirements to design and implement computer systems for all Units in the Division;
- Co-ordinates network planning, implementation as well as modification;
- Implements Routing and Remote technologies to facilitate intra-ministry communication;
- Deploys existing system resources to additional operations;
- Schedules the use of various equipment to optimize output;
- Plans and re-engineers the Division's processes to accommodate technology to achieve efficiency;
- Analyses data management systems with the mechanism required to design, implement, secure and manage relational databases;
- Designs and maintains website for the Division in keeping with the Government of Jamaica's (GOJ) guidelines on web standards;
- Manages the Division's computer facility by supervising the allocation of computer resources and user time;
- Provides staff and users with assistance in solving computer related problems, such as malfunctions and programme problems;
- Provides technical assistance and training for the Division's staff;
- Tests, maintains, and monitors computer programmes and systems, including co-ordinating the installation of computer programmes and systems;
- Uses object-oriented programming languages, as well as client/server applications development processes and multimedia and Internet technology;
- Confers with clients regarding the nature of the information processing or computation needs a computer programme is to address;
- Expand or modify system to serve new purposes or improve workflow;
- Determines computer software or hardware needed to set up or alter system;
- Analyzes information processing or computation needs and plans and designs computer systems, using techniques such as structured analysis, data modeling and information engineering;
- Develops, documents and revises system design procedures, test procedures, and quality standards;
- Recommends new equipment or software packages;

- Reads manuals, periodicals, and technical reports to learn how to develop programmes that meet staff and user requirements;
- Utilizes the computer in the analysis and solution of business problems such as development of integrated production and inventory control and cost analysis systems;
- Prepares cost-benefit and return-on-investment analyses to aid in decisions on system implementation;
- Develops Geological Information Systems capabilities and acquires applications for spatial data deployment in keeping with GOJ standards;
- Supervises daily operation of GIS support;
- Develops specifications and employs the competitive bidding process for the procurement of the Division's software as well as hardware equipment;
- Designs/acquires training manuals in requisite software to facilitate staff training;
- Assumes responsibility for the security of the Division's hardware and software;
- Supervises the introduction of all new technology in the Division, in keeping with its overall goal;
- Proposes new ICT strategies and programmes for the Division, primarily to achieve efficiency as well as data security;
- Plans and implements backup procedure for in-house data;
- Implements and manages all electronic records management system;
- Implements fault tolerance for computer systems;
- Supervises minor repairs and certifies all major repairs;
- Acts as liaison officer for all ICT related areas to the GOJ;
- Assists in administering and co-ordinating the Access to Information Act;
- Provides ICT support to all bilateral and multilateral projects in the Division;
- Designs and implements an integrated database for the Division;
- Participates in the GOJ's MIS Officer's Group, ATI Committee, Land Information Council of Jamaica (LICJ), as well as other ICT meetings and seminars;
- Participates in the Division's Disaster Preparedness Committee.

Management/Administrative
- Participates in the organization's strategic planning process;
- Prepares and monitors the Unit's Operational Plan and budget, ensuring the work is carried out according to guidelines and agreed targets achieved;
- Prepares ICT unit plan;
- Prepares individual work plans;
- Provides guidance/advise to the Commissioner, Deputy Commissioners and Directors on ICT matters;
- Represents the Division at meetings, conferences and other functions as directed;
- Prepares list of computer hardware to be insured;
- Prepares monthly activity report for the Unit;
- Supervises the Unit's staff in their daily duties.

Human Resources
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to staff through effective planning, delegation, communication, coaching, mentoring and training;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Ensures that the staff are aware of and adhere to the policies, procedures and regulations of the Government of Jamaica;
- Ensures the welfare and development needs of staff are clearly identified and addressed;
- Performs other related functions assigned from time to time by the Commissioner.

Required Knowledge, Skills and Competencies

Core Competencies
- Analytical Thinking
- Planning and Organizing
- Oral and Written Communication
- Strategic Vision
- Good Interpersonal Skills
- Customer and Quality Focus
- Leadership

- Initiative
- Problem solving and decision making

Technical Competencies

- In-depth knowledge of application software development
- Knowledge of web application software
- Presentation and reporting
- Research and evaluation
- Basic knowledge of GIS operations

Knowledge of:

➢ Structured design techniques, tools and principles
➢ Relational database management software
➢ Integration of multi-vendor application software
➢ IT application testing and evaluation techniques
➢ Procurement
➢ Project Management

Minimum Required Qualification and Experience

- Bachelor's degree in Computer Science/Management Information Systems or related areas from a recognized institution
- Certificate in Project Management in an ICT environment
- Five (5) years' experience in Systems Analysis and managing a computer environment

Special Conditions Associated with the Job

- Required to work in air-conditioned server room with lower temperatures than a typical office environment.
- Long working hours

2. GIS/Client Support Officer (MIS/IT 4)

Job Purpose

Under the general supervision of the Systems Analyst, the GIS/Client Support Officer will provide Geographical Information Systems (GIS) assistance to all Units in the Mines and Geology Division. In addition, the incumbent will assist in the maintenance of the network systems to ensure the continuous availability of network services, security of the network and data, integrity of the individual systems and the overall health of the network.

Key Responsibilities

- Prepares computerized (electronic) GIS maps showing mineral deposits;
- Digitizes and edits geological and topographical maps at various scales using Computer Aided; design (CAD) and Geological Information System (GIS) for the relevant Units in the organization;
- Trains members of staff in the use of software application programmes such as ArcInfo, ArcView and Geological Information System (GIS) software;
- Prepares plans and cross-section of various landforms using GIS and other computer software;
- Drafts and reproduces topographic and geological maps using traditional cartographic GIS and CAD methods;
- Plots maps, drawing and illustrations;
- Assists the Geologist in technical presentations of field maps;
- Geo-codes and geo-references aerial photographs of the entire island and maintains a database;
- Collects baseline geological information and upgrade this information to produce geological Maps;
- Assists in the daily administration of the LAN including system performance, stability, integrity, security and troubleshooting;
- Repairs and creates network cabling;
- Updates and services software for access control and CCTV system;

- Performs hardware and software upgrades to network servers including operating systems and applications;
- Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future;
- Plans, co-ordinates, and implements network security measures in order to protect data, software and hardware;
- identifies and fixes any network devices rapidly, in response to newly identified security threats;
- Helps with the roll out of desktop PCs; such responsibilities will include software and hardware upgrade planning and the general execution of desktop rollouts;
- Configures and tests computer hardware, networking software and operating system software;
- Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes;
- Makes recommendations to the System Analyst about recommended software and hardware in which the Company should invest;
- Provides end-user support including problem resolutions relating to hardware, software and communication issues;
- Performs data backups and disaster recovery operations;
- Provides documentation of network systems, operational procedures, network topology and hardware inventory;
- Performs routine network startup and shutdown procedures and maintains control records;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Conducts backup of all software applications such as system files, in-house application programmes and database files;
- Assists in carrying out needs analysis for hardware and software for the organization;
- Assists with developing specifications and carries out competitive bidding or quotation of all software and hardware components;
- Assists in ensuring security of sensitive information/data;
- Ensures metadata is collected for GIS maps.

Professional
- Assists in training and supporting staff in the use of hardware and software;
- Prepares monthly, quarterly and annual reports of duties performed;
- Keeps abreast of trends and developments in information technology and recommends their adoption/application, where appropriate, to increase the effectiveness and productivity of the Division;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core:
- Analytical, problem solving and decision making
- Ability to adapt to and work effectively within a variety of situations
- Oral and written communication skills
- Initiative
- Integrity and confidentiality

Technical:
- Experienced in Geological Information Systems (GIS) and Computer Aided Design (CAD) software
- Excellent knowledge of Microsoft operating systems (server and client)
- Ability to use various IT tools to solve problems
- In-depth knowledge of personal computer and peripheral maintenance
- Knowledge of local area network architecture

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent in Computer Science/Management Information Systems
- Two (2) years experience in related field
- Professional training in Geological Information System (GIS)
- Professional certification (MCSA, CCNAA) in computer networking is an asset

Special Conditions Associated with the Job:

- Required to work in air-conditioned server room with lower temperatures than a typical office environment;
- Long working hours.

3. Accounting Technician (FMG/AT 1)

Job Purpose

Under the supervision of the Accountant, the Accounting Technician is responsible for carrying out accounting activities, recording procedures and complying with the Financial Administration and Audit Act (FAA).

Key Responsibilities

- Checks and calculates employees' time sheets;
- Prepares fortnightly salaries;
- Prepares personal and statutory deductions;
- Prepares and submits salary vouchers for reimbursement;
- Maintains salary control and employee records;
- Maintains statutory deduction cards and prepares annual returns for various agencies;
- Writes and signs cheques;
- Acts as relief cashier;
- Reconciles the Division's commercial bank accounts;
- Ensures that payment/claim vouchers, regular bills, are properly checked for probity, accuracy, regularity, propriety;
- Authenticates and checks contracts associated with payment;
- Ensures that payments are properly committed for the Division promptly;
- Issues gas card;
- Certifies or prepares Purchase Orders;
- Assists with the preparation of Tax Withholding Certificates;
- Assists with the examination of the payroll;
- Processes bus passes;
- Examines and ensures that any errors are identified from details of reconciliation summary for a balanced reconciliation;
- Inserts appropriate Journals for Memo Credits, Memo Debits, Bank Charges and Stale Dated cheques etc.;
- Informs the Accountant and the bank of existing errors found on statements; writes the bank and follows up until the inaccuracies are remedied or corrected;
- Performs any other related duties which may be assigned from time to time;

Required Knowledge, Skills and Competencies

Core:
- Good oral communication and written communication skills
- Good planning and organizing skills
- Good customer and quality focus skills
- Good teamwork and co-operation skills
- Goal/results oriented

Technical:
- Good knowledge of the FAA Act and Regulations
- Good knowledge of accounting principles and practices
- Competence in Financial Management Software (FinMan), Microsoft Excel and Word
- Use of Technology
- Managing Client Interface
- Good knowledge of the operations of government

Minimum Required Qualification and Experience

- AAT Level 1; or
- ACCA-CAT Level 1/Level A; or

- Certificate in Public Administration, UWI; or
- Certificate in Management Studies, UWI; or
- Diploma Business Administration/Studies from a Community College; or
- NVQJ Level 1, Accounting; or
- Certificate in Accounting from an accredited University; or
- Certificate in Government Accounting Level 1; or
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA degree at an accredited University; or
- Completion of the first year of the ASc. Degree in Accounting/Business Administration/ Business Studies from an accredited tertiary institution.

Special Conditions Associated with the Job

- May be exposed to dust

Applications accompanied by résumés should be submitted **no later than Wednesday, 12th February, 2025 to:**

> **Senior Director**
> **Human Resource Management and Development Division**
> **Ministry of Agriculture, Fisheries and Mining**
> **Hope Gardens**
> **Kingston 6**

> **Email: jobopportunities@moa.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