



Office of the Services Commissions

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CIRCULAR No. 218 **OSC Ref. C.4858⁵³**

19th June, 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 be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Cartographer (SOG/ST 4) - (Not Vacant) - Agricultural Land Management Division** during the period **June 16, 2025 to August 29, 2025**, salary range \$2,803,771 - \$3,770,761 per annum.
2. **Building and Property Maintenance Officer (SOG/ST 4) – (Not Vacant) - Building and Property Maintenance Branch**, during the period **October 21, 2025 to November 24, 2025**, salary range \$2,803,771 - \$3,770,761 per annum.

1. Cartographer (SOG/ST 4)

Job Purpose

Under the direction of the Senior Cartographer, the Cartographer is responsible for gathering data for the development of maps, graphs and charts, through survey notes, original maps, aerial photographs or other records. The incumbent also develops cartographic materials, conducts research with map specifications (size, scale and production) and related data used by Regional Planners, Soil Scientists and a range of agricultural stakeholders for land use surveys and Land Evaluation Analyses.

The incumbent also participates in associated research, verifications and calculations in support of high-level cartographic work.

Key Responsibilities

Technical/Professional:

- Collects, compiles, analyzes and interprets geographic information;
- Examines, records and surveys notes, and develops production specifications;
- Processes information which entails coding, categorizing, calculating, tabulating or verifying information or data;
- Supports the Senior Cartographer on field visits, to determine or verify data or to conduct investigations, for example, on soils or land use and land classification;
- Scans and geo-references maps, applies the appropriate project systems for utilization in mapping locations;
- Participates in field visits;
- Calculates and produces estimates for maps, aerial photographs, and other cartographic 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 customer and quality focus skills
- Good analytical thinking skills
- Good planning and organizing skills
- Excellent interpersonal skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Methodical
- Teamwork and co-operation

Technical:

- Sound knowledge of GIS technology and its application in Agriculture and Land Planning
- Good Cartographic (map reading and interpretation) skills
- Sound knowledge of data capture techniques-remote sensing and GPS
- Proficient in the use of relevant Computer Software (ARCGIS, and other GIS related software)
- Knowledge of the Government's/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Associate Degree in Agriculture, with training in the use and applications of Geographic Information Systems;
- Vocational training in Geomatics and Geospatial Services.

OR

- Certification or Diploma in GIS or Geomatics.

OR

- Diploma in Cartography or equivalent Geomatics with one (1) year working experience;
- Training in the use and application of Geographic Information System in preparation of maps.

OR

- Certificate in Earth or related science field, related basic training in Cartography or Introductory GIS with two (2) years' related experience;
- Training in the use and application of Geographic Information System in the preparation of maps.

Special Conditions Associated with the Job

- Extended hours sitting and using of computer;
- Must be able to traverse various terrains.

2. Building and Property Maintenance Officer (SOG/ST 4)**Job Purpose**

Under the direct supervision of the Senior Building and Property Management Officer, the Building and Property Maintenance Officer assists with maintenance of the Ministry's buildings, Offices, Veterinary Clinics and Houses. The incumbent will also monitor the construction and refurbishing of buildings islandwide, to ensure the effective functions of the Ministry of Agriculture, Fisheries and Mining.

Key Responsibilities**Technical/Professional:**

- Provides technical information to facilitate the preparation of specifications and drawings, in respect of building maintenance and construction works;
- Prepares estimates for work to be done on properties, buildings, drains and roads;
- Prepares contracts for works to be undertaken;
- Assigns work on the Ministry's property, buildings, drains and roads;
- Checks and monitors works assigned, to ensure that these are carried out according to specifications;
- Prepares or ensures the preparation of details for payments on completion of works/contracts;
- Prepares monthly reports in respect of work assignments;
- Contributes to the development of an annual maintenance schedule;
- Checks that the Ministry's buildings are clean and in good condition;
- Monitors the upkeep of the grounds;
- Checks electrical fixtures for safety;
- Checks the condition of furniture and equipment;
- Prepares and delivers letters of invitation for bidders for respective contracts;

- Prepares letters of Tender document;
- Prepares documents for advertisement of Tender and submits to the Jamaica Information Service (JIS) for advertisement in print media;
- Prepares and delivers Bid Proposal documents to interesting bidders;
- Prepares documents for opening of Tenders;
- 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
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict-management skills
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Compliance

Technical:

- Sound knowledge in plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of the Building Code 4 of Jamaica
- Sound knowledge of AutoCAD
- Proficient in relevant software applications
- Good report writing skills
- Knowledge and skills in painting, woodworking (furniture building and repairing)

Minimum Required Qualification and Experience

- Diploma in Construction Management/Structural Engineering/Vocational Training eg. HEART/VTDI;
- One (1) year experience in a related field.

OR

- Certificate in Vocational Training or Junior Technical Officer's Course;
- Three (3) years' experience in a related field.

Special Conditions Associated with the Job

- Must possess a General Driver's Licence;
- Will be required to travel islandwide;
- Exposure to dust, excess water, chemicals and height.

Applications accompanied by résumés should be submitted **no later than Wednesday, 2nd July, 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**