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3rd July, 2018

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/fill the following posts in the **National Spatial Data Management Branch, Ministry of Economic Growth and Job Creation**:

1. **GIS Infrastructure Manager (MIS/IT 7) – (Not Vacant)**, salary range \$2,309,180 – \$2,744,889 per annum and any allowance(s) attached to the post.
2. **Senior Spatial Data Analyst (MIS/IT 6) – (Vacant)**, salary range \$1,882,999 – \$2,238,294 per annum and any allowance(s) attached to the post.

1. **GIS Infrastructure Manager (MIS/IT 7)**

Job Purpose

The incumbent will design, develop and implement the National Networked GIS infrastructure and assist in the co-ordination of networking sub-committee of the Land Information Council of Jamaica.

Key Responsibilities

Management/Administrative:

- Develops and makes presentations on various aspects of the Geospatial Industry;
- Participates in meetings, workshops and conferences on behalf of the Division and/or Ministry;
- Assists in the development of the Division's Corporate Plan, Quarterly and Annual Reports and Budget;
- Assists in the planning, co-ordination and execution of the Ministry's special programmes, exhibitions and events;
- Co-ordinates the activities of the Open-source Sub-committee of the LICJ.

Technical/ Professional:

- Researches and prepares National Spatial Data Infrastructure Management standards and procedures;
- Provides direction and technical expertise for the design, creation, implementation and maintenance of local and wide area network services for the National Spatial Data Infrastructure;
- Assists in the development, modification and monitoring of use, of guidelines for the selection of GIS hardware, software and middle ware related to the National and Agency specific Geographic Information Systems;
- Provides technical oversight, evaluates and monitors the activities and performance of the National GIS Centre and the National Geospatial Portal and Metadata Portal;
- Manages and directs the Strategic and Long-Range Plan and work of the open-source sub-committee of the Land Information Council of Jamaica (LICJ);
- Provides technical assistance, consultative services and serves as a key resource person for the design, development and establishment of GIS systems architecture within Land and Land related Agencies;
- Assists in the preparation of projects and programmes to support the implementation and maintenance of the National GIS, Spatial Data warehouse and data marts;
- Assists in reviewing and monitoring the development and implementation of all projects and programmes with GIS networking and system components, to ensure compatibility with existing systems and National objectives;

- Recommends and assists in the development of strategies, proposals, identifies resources and methodologies for modernization/improvement of existing systems and to correct system management problems that may arise;
- Manages and maintains the Metadata Portal/clearinghouse;
- Manages and maintains the LICJ Website;
- Liaises with Government Agencies, Statutory bodies, Non-Government organizations, the Private Sector, international technical groups and bodies on the development and execution of National GIS Infrastructure activities;
- Maintains a broad knowledge of state-of-the-art technology and equipment in GIS and Spatial Architecture development and management;
- Liaises with and provides technical and institutional support and direction where and when needed for Government Ministries and Agencies and Statutory Bodies, on Enterprise wide GIS networking and system development and administration activities;
- Provides educational, technical and morale support to selected schools through the mentorship programme on a weekly basis;
- Provides training assistance to LICJ courses;
- Assists in the preparation of policies and guidelines for GIS networking and infrastructure creation and management;
- Contributes to the preparation of Cabinet Notes and Submissions, Ministry Papers and Speeches.

Human Resource:

- Contributes to the development and implementation of the Succession Planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework.

Other:

- Performs other related duties as assigned by the National GIS Coordinator;
- Participates in team efforts to achieve Divisional and Ministry goals;
- Provides Network/System administrative and technical support for the LICJ Geo-informatics Training Centre and the Spatial Data Management Division.

Required Knowledge, Skills and Competencies

- Knowledge of all aspects of GIS computer network services facilities
- Knowledge of enterprise wide GIS systems development and management
- Knowledge of GIS web publishing and ArcIMS
- Ability to program, configure, manage, and maintain the operation of complex geospatial databases
- Competency in the configuration, use and management of ESRI suite of software, - ArcGIS, ArcSDE, ArcGIS Server and related RDBMS (Oracle, SQL Server, Informix)
- Competency in programming in the .NET environment – Visual studio
- Competency in the use of Microsoft Windows Server 2003 and Microsoft Office suite of applications
- Good oral and written communication skills
- Results and team oriented
- Good decision making and problem solving skills
- Good interpersonal skills

Minimum Required Qualification and Experience

- A Bachelor's Degree in Computer Sciences with Graduate training in GIS systems design, implementation and management;
- Three (3) years' experience directly related to the duties and responsibilities specified.

2. Senior Spatial Data Analyst (MIS/IT 6)

Job Purpose

The incumbent will manage data collection exercises, metadata development and management and the use of Global Navigation Satellite System (GNSS), analysis and preparation of maps and charts. The incumbent will also co-ordinate the work of the Land Information Council of Jamaica (LICJ) GNSS, Metadata and Data Standards and Symbology Sub committees of the LICJ.

Key Responsibilities

- Supervises the Spatial Data Analyst;
- Prepares Individual Work Plan based on alignment with the Division's Operational Plan;
- Assists in the organization of the Geography Awareness Week (GAW) of activities;
- Prepares Cabinet Submissions that may be required;
- Participates in meetings, conferences, seminars, workshops and fora on behalf of the Division and/or Ministry;
- Assists in the development of the Division's Corporate and Operational Plans and Budget;
- Prepares and conducts presentations to the public and stakeholders on the services that can be provided with the aid of GIS with respect to development proposals, long-term development and research;
- Assists in the development of Policies for the Geospatial Industry;
- Analyzes, designs, prepares and prints digital and paper maps for both Public and Private Sector clients.
- Conducts data and map analysis and report generation;
- Provides mapping support for the Spatial Plan Project as directed;
- Undertakes the preparation, design and maintenance of all maps in a timely manner;
- Provides quality assurance and quality control for Geospatial Datasets;
- Conducts site visits to verify maps and land use surveys for greater accuracy and completeness;
- Undertakes Spatial Data projects for internal and external clients – inclusive of
 - Data capture and input/entry
 - Data analysis;
- Provides Metadata collection and management support to LICJ members and maintains the Metadata portal;
- Manages the Metadata Collection and Management Programme;
- Co-ordinates the updating of Geospatial Datasets and the Metadata Portal;
- Manages the development and maintenance of the National Spatial Data Repository and corresponding geodatabase;
- Monitors the Geospatial Repository for quality assurance;
- Maintains a broad knowledge of state-of-the-art technology, equipment, software use and GIS systems;
- Collaborates with the GIS Infrastructure Manager in the management of all LICJ portal gateways including the GOJ Web Map, Metadata portal, Disaster Risk Information Platform, Ananda Alerts and NERGIST portals;
- Works with the GIS Infrastructure Manager on the administration and management of the GIS Enterprise Licence Agreement;
- Assists in the co-ordination of the signing of Multi-Agency License Agreements for maps and other data products between the Ministry, LICJ member entities and other stakeholders;
- Monitors and assesses the various uses of the Geospatial Datasets by member entities and Agencies through Semi-annual surveys and reports;
- Assists in the identification of partners and capital to procure large scale orthoimagery of the island;
- Researches and reviews end user GNSS applications and makes recommendations towards the development of local applications;
- Manages the distribution and the use of mapping products and any other Geospatial Datasets held by the Division to LICJ member entities and other stakeholders;
- Provides technical advice on data conversion, image management and other related spatial analysis matters to LICJ member entities and any other stakeholders;
- Works closely with stakeholder entities that are also involved in the GIS mapping process, for example, the National Land Agency, the Land Information Council of Jamaica (LICJ) and Forestry Department;
- Assists in formulating the development of policies governing various aspects of the Geospatial Industry;
- Manages workflows within the Spatial Analysis Unit of the Division and maintains GIS Data Library;
- Represents the Ministry on Local, Regional and International bodies and technical groups on spatial data analysis as directed.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion and Leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of Direct Reports;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of Succession Planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Assists in preparing/conducting presentations on the Spatial Analysis Portfolio.

Required knowledge, Skills and Competencies

- Knowledge of GIS, GNSS and Remote Sensing
- Competent in the use of GIS related software (e.g. ESRI Suite of ArcGIS and ERDAS Imagine)
- Competent in the collection and management of Metadata and related tools
- Competent in the use and troubleshooting of computer applications and hardware infrastructure
- Competent in the use of Trimble GPS/GIS Units and use of Terrasync and ArcPad software
- Competence in Geodatabases
- Excellent oral and written communication skills
- Good presentation skills
- Team and results oriented
- Good decision making and problem solving skills
- Must be able to provide technical guidance and leadership to professional personnel in spatial data analysis and management.

Minimum Required Qualification and Experience

- Bachelor's Degree in Geography, Urban Planning, Geo-informatics or a spatially related science such as Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management. Post Graduate training in GIS data collection, management, analysis and dissemination;
- Five (5) years' experience in spatial data collection, spatial database design, creation, analysis and management.

Applications accompanied by résumés should be submitted **no later than Friday, 13th July, 2018 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, the Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.gov.jm

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**