



CIRCULAR No. 93
OSC Ref. C.6000⁶

18th March, 2019

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 post of **System Analyst/Software Engineer (MIS/IT 5) – (Not Vacant)** in the **Information and Communications Technology Division (ICTD), Police Department**, salary range \$1,700,083 - \$2,020,864 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Manager, System Maintenance and Development, the System Analyst/Software Engineer designs computer systems to meet the Jamaica Constabulary (JCF's) and the Ministry of National Security's (MNS's) information processing or computation needs. This includes, conducting systems analysis on the problems identified and formulating specifications for computer programmes to be used in the coding, testing and debugging of the programme.

Key Responsibilities

Technical/Professional:

- Writes required specifications for computer programmes, identifying steps in the programme and required procedures;
- Prepares documentation and user's manual for programmes designed;
- Tests and implements programmes;
- Integrates new programmes into the central database to ensure data integrity;
- Co-ordinates, tests and observes initial use of the systems to ensure that it performs as planned;
- Plans and implements computer security system for database access control;
- Provides profiles for new users;
- Modifies and creates different profiles for different group of users;
- Creates system's forms and menus;
- Sets up codes and tables for day to day operations;
- Works with the Programmer Analyst in understanding problems and translating designs to programme codes;
- Prints various reports on request.

Required Knowledge, Skills and Competencies

Core:

- Sound knowledge of databases e.g. MSSQL, MS Access, MySQL
- Ability to implement and troubleshoot programming changes and modifications
- Expert knowledge of computer flow charts and of programming logic and codes
- Ability to process computer data and to format and generate reports
- Ability to determine computer problems and to co-ordinate hardware and/or software solutions
- Ability to write technical instructions in the use of programmes and/or programme modifications
- Basic knowledge of system analysis
- Sound knowledge of established programming procedures and programming languages
- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
- Two to three (2-3) years' experience in related field;

or

- Diploma in Computer Studies or equivalent, plus three (3) years' experience in related area.

Special Conditions Associated with the Job

- Will be required to work long hours, after hours, on weekends and public holidays, when the need arises;
- Will be required to travel island-wide, sometimes.

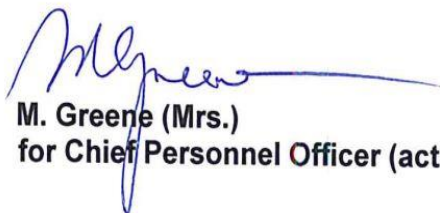
Applications accompanied by résumés should be submitted **no later than Friday, 29th March, 2019 to:**

Senior Director
Human Resource Management and Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5

Email: hrbranch@jcf.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.


M. Greene (Mrs.)
for Chief Personnel Officer (acting)