



Office of the Services Commissions

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CIRCULAR No. 59 **OSC Ref. C. 4858⁵¹**

18th March, 2026

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 **Senior Cartographer (SOG/ST 6)** in the **Agricultural Land Management Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining (MoAF)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the direction of the Manager Agricultural Mapping (MIS/IT 5), the Senior Cartographer (SOG/ST 6) exercises responsibility to collect, analyze and interpret geographic information provided by geodetic surveys, aerial photographs and satellite data. The incumbent also researches study, measures and charts the surface of a given geographical area, compiles data, updates databases and prepares a variety of maps for soil and land use surveys and land assessments and keeps abreast of trends and developments in the field including emerging specialist software.

Key Responsibilities

Management/Administrative

- Assigns and provides guidance on work procedures, standards and objectives;
- Establishes work priorities and ensures that officers understand results expected;
- Represents the Division at exhibits, meetings and workshops;
- Participates in the development of Corporate, Operational Plans and Budget;
- Supervises the maintenance of office equipment and supplies.

Technical/Professional

- Oversees the gathering of data through notes, original maps, aerial photographs and other records and analyses information or documents at hand;
- Develops design concept of map product and identifies scales, geodetic points and other topographic features, applying standard math formulae;
- Studies records to establish boundaries, conducts field visits to records and verify features and determines guidelines for source material to be used;
- Delineates aerial photographic detail such as control points and topography using drafting instruments;
- Prepares and alters trace maps, charts and tables using plotting and computer graphics equipment;
- Designs maps, graphics, illustrations and layouts, communicating information through the use of colour, symbol and styles;
- Revises existing maps and charts, corrects maps in various stages of compilation and makes all necessary corrections and adjustments;
- Compiles data required for map preparation including aerial photographs, notes, records, reports and original maps;
- Inspects final compositions in order to ensure completeness and accuracy;
- Determines map content and layout as well as production specifications such as scale, size, projection colours;
- Directs production in order to ensure that specifications are followed;
- Builds and updates Digital Databases;
- Examines and evaluates the content and accuracy of Maps, Charts and Printing Proofs
- Keeps up to date on emerging Specialist Software.

Human Resource Management

- 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 attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and Organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and cooperation
- Planning and organizing skills
- Good customer and quality focus skills

Technical:

- Knowledge/experience in Technical Drawing or Cartography
- Proficiency in the use of Cartographic Instruments/Equipment
- Knowledge in Geographical Information System Computer Applications
- Knowledge of the Ministry's Policies and Procedures
- Proficient in the use of the relevant Computer Application

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture, Information Sciences, Physical Planning or other related areas of studies
- A minimum of three (3) years' experience

Special Conditions Associated with the Job

- Occasional travelling island wide

Applications accompanied by résumés should be submitted **no later than Tuesday, 31st March, 2026 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6.
E-mail- 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.



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