CIRCULAR No. 55   **16th March, 2026**
OSC Ref. C.6222[14]

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 Programmer/Analyst (MIS/IT 6)** in the **Information Technology and Business Services Unit, Postal Corporation of Jamaica**, salary range $5,198,035 – $6,990,779 per annum.

Job Purpose

The incumbent is the technical lead in the daily implementation of application/services development projects, preparation of detailed programme specifications and undertaking system, programming and testing tasks that require specialist knowledge and/or experience.

Key Responsibilities

Management/Administrative:
- Participates in the Strategic and Operational Planning of the Organization;
- Contributes to the preparation and/or revisions of the Operational and Unit Plans;
- Attends departmental meetings, conferences and seminars.

Technical/ Professional:
- Plans Programming Projects by confirming Programme objective(s) and specifications;
- Develops system and programming specifications by confirming logical sequence and flowcharts and researches and employs established operations;
- Verifies programme operation by conducting tests;
- Identifies work process improvements and recommends new technology;
- Ensures the installation and programming modification of application software packages;
- Evaluates and modifies existing programmes to accommodate changes in system requirements;
- Ensures the preparation of data for display on other Media (Internet, Intranet, laptops, etc.); Assists with the development of courses on the proper usage of software applications and other ICT-related tools to be delivered to all Corporation's end users, in an effort to:
  - ✓ Educate all end users on best practices
  - ✓ Educate all users on the Corporation's ICT Software Application Usage Policy;
- Resolves and troubleshoots problems and complex issues. Investigates and provides solutions;
- Develops and implements programmes, designs and codes;
- Provides appropriate documentation for each programme, e.g. documenting system and application functions;
- Performs tests and fixes bugs;
- Tunes up design for maintainability, scalability and efficiency;
- Defines and effects corrective measures for errors and omissions identified;
- Ensures re-work of project tasks, which do not conform to prescribed systems, development standards and functional requirements;
- Integrates best qualitative practices in design and development aspects of programmes.

Human Resource Management:
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Corporation;
- Provides leadership and guidance through effective planning, delegation, communication,

training, mentoring, coaching and disciplinary action;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Sound integrity
- Good interpersonal skills
- Ability to use initiative
- Adaptability
- Teamwork and cooperation
- Goal/Result oriented
- Analytical thinking
- Excellent problem solving and decision-making skills
- Excellent use of technology
- Managing the client interface
- Methodical
- Good planning and organizing skills
- Knowledge of:
  - ✓ Relevant languages and development tools including PHP, C#, etc.
  - ✓ Developing databases and queries using Relational Database Management System such as MS-SQL Server and MYSQL
- Knowledge of Project Management would be an asset

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Studies/Electrical Engineering/Electronics or equivalent from an accredited Tertiary Institution;
- Four (4) years' experience in the field of Software and Web Development;
- Training in administrative principles and techniques and/or management training;

OR

- Diploma in Computer Studies from an accredited Institution or equivalent;
- Five (5) years' experience in the field of Software and Web Development;
- Training in administrative principles and techniques and/or management training.

OR

- Professional certification in Computer Studies from Microsoft, CISCO, CCNA certified or equivalent;
- Six (6) years' experience in the field of Software and Web Development;
- Training in administrative principles and techniques and/or management training.

Special Condition Associated with the Job

- Work requires almost exclusive usage of computers.

Applications accompanied by résumés should be submitted **no later than Friday, 27th March, 2026 to:**

> **Director, Human Resource Management and Administration**
> **Postal Corporation of Jamaica Limited**
> **6-10 South Camp Road**
> **Kingston CSO**

> **Email: hrma@jamaicapost.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)