



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 311
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21st September, 2021

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 **Gissep Trainer/Manager (GMG/SEG 2) – (Not Vacant)**, in the **National Spatial Data Management Branch, Ministry of Housing, Urban Renewal, Environment and Climate Change**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

The GISSEP Trainer/Manager is responsible for managing the work of the Geographic Information Systems (GIS) in Schools Education Programme (GISSEP) and GISSEP Sub Committee of the Land Information Council of Jamaica. The Incumbent will also be responsible for undertaking training exercises, developing manuals and courses in collaboration with the Senior GIS Manager/Trainer and the Spatial Plan Co-ordinator. The position will interface with the Ministry of Education Youth and Information for assistance in the mentoring of the geography students within Jamaica

Key Responsibilities

Management/Administrative:

- Assists with co-ordinating relevant meetings, workshops and conferences on behalf of the Branch and/or Ministry;
- Assists in the development of the Branch Strategic Business and Operational Plans, Quarterly and Annual Reports and Budget;
- Prepares Individual Work Plan based on alignment with the Branch Operational Plan;
- Develops and conducts presentations on various aspects of the Geospatial Industry and other special projects.

Technical/ Professional:

- Assists in providing training for the LICJ, GISSEP, National Spatial Plan Project and other training related requirements;
- Manages the co-ordination of the GIS in Schools Education Programme with the Ministry of Education;
- Co-ordinates activities to facilitate the reviving and continuation of the Mentorship Programme;
- Provides educational, technical and morale support to selected schools through the Mentorship Programme on a weekly basis;
- Assists in the Organization of the Geography Awareness Week (GAW) of activities;
- Assists in the development of the Training Plans and schedules for the Branch;
- Assists in the conscription of trainers for specific short courses and workshops;
- Assists with the design and delivery of LICJ Training courses;
- Creates manuals and other relevant training documents;
- Reviews existing documentation and liaises with technical Officers within relevant Agencies to gain a comprehensive understanding of the status of activities and National GIS training requirements;
- Maintains a broad knowledge of state-of-the-art technology, equipment and software;
- Assists in the troubleshooting of hardware and software infrastructure;
- Provides technical support on GISSEP, mentoring and other related GIS training matters;
- Manages the Mentoring and GIS in Schools Education programmes;
- Represents the Ministry on local, regional and international bodies and technical groups on GIS training as directed.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent presentation skills
- Planning and organizing skills

- Ability to work in a diverse team
- Results oriented
- Effective training and delivery skills
- Knowledge of GIS, Global navigation Satellite Systems (GNSS) and Remote Sensing (RS)
- Competence in the use of GIS related Software
- Competence in the use and troubleshooting of computer applications and hardware infrastructure
- Ability to transfer knowledge of complex topics to nontechnical group

Minimum Required Qualification and Experience

- Bachelor's Degree in Geography, Geography Education, Geographical Information Systems or a spatially related science;
- Minimum of two (2) years' experience and knowledge of GIS training programmes and activities.

Applications accompanied by résumés should be submitted **no later than Monday, 4th October, 2021 to:**

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

Email: human.resources@megjc.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.



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