



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

1. Mapping Specialist (SOG/ST 7) -Geographic Information System Department

Job Purpose

To capture (physical mapping), maintain and build spatial datasets (electoral and supporting) for the purposes of the EOJ, produce digital maps using electoral and supporting spatial datasets and to provide technical assistance towards other departmental requirements. To serve in a Coordinating capacity with respect to the management of GIS Field teams during major projects and to also assist with technical training and support to GIS projects.

Key Responsibilities

- Utilises GPS handheld receivers for the accurate mapping of electoral-based geographic data - whether constituency, electoral or polling division boundaries.
- Works in conjunction with employees of the EOJ at both the constituency and regional levels to ensure that electoral boundaries are updated as necessary to reflect changes on ground and where necessary provide technical guidance in resolving boundary delineation issues.
- Carries out data entry for updates to spatial datasets in support of general data management, analysis, reporting and application development.
- Produce digital maps of electoral data and or any other spatial information as required by the EOJ.

Minimum Required Qualification and Experience

- BSc. Degree in Surveying/GIS/Geomatics/Geography or IT related field with relevant training in GIS concepts and mapping.
- Successful completion of certification courses in GIS utilization and mapping.
- Training in Supervisory Management.
- Two (2) years experience in a similar capacity.

2. Registration Clerk - (Kingston Western Constituency)

Core Functions

- Provides potential electors with information and assistance in completing the registration procedure.
- Enters, electronically or manually, registration data of applicants.
- Visits electors' residences for verification purposes.
- Collates and summarizes daily activities for presentation to the manager.

Minimum Required Qualification and Experience

- 5 CSEC subjects at grades 1, 2 or 3 inclusive of English Language and Mathematics.
- Two (2) years' experience in data entry
- Experience in field work would be desirable.
- Working knowledge of standard computer applications.

Applications should be submitted by Friday March 22, 2019 to:

The Director, Human Resource Management

Email: hr@ej.com.jm

We thank all applicants for their interest but only shortlisted candidates will be contacted.