



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

(1) REGISTRATION CLERK – (PIDG/RIM 2)

- (i) St. Andrew South Western
- (ii) St. Catherine South Western
- (iii) Clarendon North Central

Core Duties

- 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 Qualification and Experience

- 5 CSEC subjects at grades 1, 2 or 3 inclusive of English Language and Mathematics.
- Minimum of two (2) years' experience in data entry.
- Working knowledge of standard computer applications.

Remuneration: \$778,917 – \$925,888 p.a. plus applicable allowances

(2) GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN (SOG/ST 4)

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 that may arise from time to time.

Core Functions

- Assists in the data gathering phase of GIS projects as required by the EOJ.
- Utilizes GPS handheld receivers for the mapping of electoral-based geographic data - whether constituency, electoral or polling division boundaries.
- Maps any other geographic features required by the GIS Department to complement existing spatial datasets.
- Downloads and processes GPS data files and convert such files to a GIS readable format.
- 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.

- Produces digital maps of electoral data and or any other spatial information as required by the EOJ.

Minimum Required Qualification and Experience

- Three-year Diploma (or equivalent) in GIS/Geomatics/Geography/Information Technology or related field.
- Successful completion of certification courses in GIS utilization and mapping
- Two (2) years experience in a similar capacity.

Remuneration: \$1,103,581 – \$1,311,812 p.a. plus applicable allowances

Applicants must own or operate a reliable motor vehicle.

(3) PROGRAMMER/ANALYST (MIS/IT 4)

Job Purpose

The incumbent is accountable for the development and enhancement of the Commissions' Internal Software Repository; testing and transference into the production environment of all new and/or modified programs while aiding in the design, implementation and maintenance of new systems or modification of existing systems in furtherance of the Commission's Mission, Vision and Major Targets.

Core Functions

- Gathers and analyses data on hardware and software to complete or enhance development projects
- Assesses the operations of the organization and makes recommendations for IT solutions
- Develops specification of functional systems and designs requirements; providing for data flow actions and decisions involved
- Co-ordinates the development of test problems and conditions to ensure the adequacy of all manual and automated processes included in the system
- Advises and works with users to resolve specific problems or make changes in programmes, computer applications, capabilities, and alternative programming approaches
- Ensures that proper documentation is done for each project undertaken
- Ensures that all software applications are functional, properly secured and archived
- Develops alternate approaches and analyses the pros and cons of each
- Performs required testing, installation and conversion of systems
- Ensures adherence to established practices and standards

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science, Information Technology or equivalent qualifications from a recognized tertiary institution
- At least three (3) years' experience in a similar position within a comparable size organization.

Remuneration: \$1,710,225 - \$2,032,920 p.a. plus applicable allowances

Applicants must own or operate a reliable motor vehicle.

(4) HUMAN RESOURCE RECORDS OFFICER (PIDG/RIM 2)

The incumbent is responsible for ensuring that all relevant documents are scanned and entered in the Human Resource Management Information System (HRMIS). The incumbent is also accountable for providing information to and soliciting information from other Human Resources and Payroll staff as required.

Core Duties

- Assumes responsibility for effectively recording, maintaining, and reporting human resource information.
- Maintains the organisation's HRIS database.
- Enters new hire and other salary related information in the HRIS database.
- Scans all relevant documentation for upload to personnel files in HRIS.
- Tracks and resolves problems and checks system operations as scheduled.
- Ensures Personnel files and records are maintained in accordance with legal requirements and Company policies and procedures.
- Completes monthly and year-end reports regarding terminations, and new employees
- Completes miscellaneous research, reports, and memos as requested.
- Liaises with Payroll staff re input of information necessary for salary computation

Minimum Qualifications and Experience

- Associate of Science Degree in Business or Information Technology
- Certification in Data Operations
- One (1) year experience in general Data Entry or working with a HRMIS
- Experience in a HR environment is a definite asset

Remuneration: \$778,917 – \$925,888 p.a.

**Applications should be submitted by October 9, 2022 to:
The Director, Human Resource Management
P.O. Box 671, G.P.O., Kingston
Email: hr@ej.com.jm**

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