SYSTEMS ARCHITECT- LEVEL 6
(VACANT)

This position reports to the Manager, Information Services.

Job Purpose

To improve internal processes through software implementation, diagnostic and maintenance strategies.

Key Responsibilities:

Management/Administrative Responsibilities

- Assists with the design and delivery of technical training programmes
- Makes recommendations on matters relating to data management and conversion

Technical /Professional Responsibilities

- Assists in assigned information systems projects from planning through to implementation and adoption
- Assists in the development and maintenance of manuals, procedures and other documentation required for the operations of the support team
- Assists in developing tactical plans that support agency-wide strategies for application integration and business data relationships
- Recommends commercially available information technologies or designs customized solutions to satisfy business needs
- Assists with projects and initiatives with a focus on meeting strategic business objectives
- Coordinates with business unit and technical staff on the defining, writing and testing of technical and functional specifications
- Resolves end-user problems or issues regarding business applications, web applications, and provides application administrative support
- Coordinates the installation of application patches, releases and enhancements on development, test, disaster recovery and production systems
- Participate in the review of existing procedures and updates as is necessary to improve the effectiveness of the operations
- Develops documents and maintains procedures for production and quality control of system data
- Develops user-friendly tools that aid in the management of data

Other Responsibilities

- Keeps abreast of trends and developments in information technology and recommends their incorporation where appropriate
- Performs other related duties assigned from time to time by the Supervisor.

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Excellent interpersonal customer relationship skills
- Strong technical documentation, problem-solving, and analytical skills
- Good communication skills
- Working knowledge of Microsoft Office Tools
- Understanding of business processes
- Excellent business modeling skills

- Ability to conduct structured interviews to gather process and system information
- Strong data modeling skills
- Specific working experience in an MS Visual Studio development environment
- Good planning and organizing skills
- Ability to thrive in a team-based environment
- Ability to establish business requirements documents as well as testing plans and training plans and materials
- Software programming skills, ideally in various languages
- Use of software development standards, structured development environments and methodologies
- Knowledge of service-oriented architecture concepts, reporting tools, and standard programming environments

Minimum Required Qualifications and Experience:
The following qualifications are required:

- Undergraduate degree in Computer Studies or equivalent qualification from a recognized tertiary institution
- At least two (2) years' experience in IT Administration, design and maintenance.
- Experience and knowledge of current reporting tools

Remuneration Package: - Salary Range: **$ 3,501,526.00 - $ 4,709,163.00 p.a.**

SPATIAL DATABASE ADMINISTRATOR- LEVEL 6 (VACANT)

This position reports to the Senior Database Administrator.

Job Purpose

To maintain spatial databases to support geographic information systems activities and to develop procedures and standards that ensure the integrity of the Agency's data.

Key Responsibilities:

Management/Administrative Responsibilities

- Ensures the implementation of objectives
- Provides advice to managers, associates and customers on the database
- Prepares reports on the status of activities

Technical /Professional Responsibilities

- Maintains and supports the Agency's databases
- Develops documents and maintains procedures for production and quality control of data and database structure
- Develops and implements database systems and solutions, specific GIS research and analytical functions
- Designs and implements GIS-related functions
- Develop and maintain database schemes and data models and implementation plans
- Reviews schemas and data models to identify problem areas and prepares a work plan for executing the solution.
- Implements the work plan as it relates to database efficiency and tuning
- Assures security of the Agency data internally and externally
- Establishes and monitors scheduled backup of the Agency's databases
- Provides support to end-users to ensure proper operation of the database
- Tests configurations to ensure proper implementation and quality are met

Other Responsibilities

- Keeps abreast with trends and development in relevant technology and recommends their incorporation where appropriate.

- Performs other related duties assigned from time to time by the Supervisor/Manager

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Good oral and written communication and presentation skills
- Sound judgment, analytical, decision making, problem solving skills
- Demonstrated sound work ethics
- Excellent data modeling skills including but not limited to ER diagrams and UML
- Excellent knowledge of Spatial Database Management systems
- Knowledge of programming environment and web-based application development
- Knowledge of GIS, GPS, Spatial database infrastructure
- Knowledge of ESRIS, GIS, or similar software
- Competence in data analysis and interpretation with a good grasp of data warehousing and data-mining principles

Minimum Required Qualifications and Experience:

- Undergraduate degree in Computer Science or equivalent from a recognized tertiary institution.
- At least two (2) years' experience in spatial databases, data conversation, maintenance and design of GIS systems.
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Remuneration Package: - Salary Range: **$ 3,501,526.00 - $ 4,709,163.00 p.a.**

A letter of Application accompanied by a Résumé should be submitted no later than **August 28, 2026** to jobapplications@nla.gov.jm for the attention of:

The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10

Interested applicants should submit their application letter and résumé in PDF format, with the job title clearly indicated in the email subject line.

We appreciate all responses but only short-listed applicants will be contacted