



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 277** **OSC Ref. C.6608<sup>8</sup>**

5<sup>th</sup> November, 2020

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/be assigned to the following posts in the **Corporate and Liaison Services Division, Ministry of Culture, Gender, Entertainment and Sport**:

1. **Director, Information and Communication Technology (MIS/IT 7) – (Vacant)**, salary range \$2,521,624 – \$2,997,419 per annum and any allowance(s) attached to the post.
2. **Transport Manager (GMG/AM 4) – (Not Vacant)**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.

#### **1. Director, Information and Communication Technology (MIS/IT 7)**

##### **Job Purpose**

Under the general direction of the Senior Director, Corporate and Liaison Services, the incumbent plans, co-ordinates and oversees the development, implementation and maintenance of a modern Information and Communications Technology system for the Ministry, based on its Strategic Plans and according to the Government of Jamaica Policies.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Participates in the development and implementation of the Operational Plan and Budget for the Division;
- Manages the operations of the ICT Unit;
- Develops, implements and evaluates IT strategies/plan, policies and procedures;
- Reviews requests for technology and makes recommendations, as appropriate, on alternative system options;
- Develops computer information resources, providing for data security and control, strategic computing, and disaster recovery;
- Develops, implements and manages Service Level Agreements (SLAs);
- Develops and maintains current and effective ICT Training Plan for the Ministry.

###### ***Technical/ Professional:***

- Provides ICT policy direction and support services to Senior Management and Departmental Heads, thereby planning and developing standard operating procedures (SOPs) as required;
- Oversees the management of ICT through the access and utilization of information systems such as email, internet, telephones, etc.;
- Ensures the Research and Technology Plans are effectively aligned with the business plans of the Ministries, Departments and Agencies (MDAs);
- Selects, develops, implements and supports new systems and technologies;
- Conducts post implementation reviews to ensure that benefits are achieved;
- Ensures proper documentation, storage and dissemination of information pertaining to ICT systems, policies, procedures, plans and projects;
- Formulates and implements an ICT Acquisition Strategy that ensures compliance with vendor licensing requirements as well as GOJ Procurement Guidelines.

###### ***Human Resource Management:***

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance.

## **Required Knowledge, Skills and Competencies**

### ***Core/Technical:***

- Broad-based knowledge of the future direction and use of ICT by the Government and the Private Sector
- Knowledge of the Government of Jamaica's Procurement Procedures and Financial Administration and Audit (FAA) Act
- Knowledge of the machinery of Government (policies/programmes)
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Strong customer and quality focus skills
- Excellent oral and written communication skills
- Strategic vision and analytical thinking
- Excellent planning, organizing, problem-solving and decision-making skills
- Ability to work in a team
- Good negotiating skills
- Excellent leadership and people management skills
- Ability to manage external relationships

### **Minimum Required Qualification and Experience**

- Undergraduate Degree in Computer Science, Telecommunication Network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
  - Training in Supervisory Management/Human Resource Management;
  - Four (4) years' experience in a related field;
- OR**
- Diploma in Computer Studies or equivalent from an accredited tertiary institution;
  - Training in Supervisory Management/Human Resource Management;
  - Six (6) years' experience in related field.

## **2. Transport Manager (GMG/AM 4)**

### **Job Purpose**

Under the supervision of the Assets Manager, the incumbent manages the utilization and maintenance of the Ministry's fleet of vehicles and also supervises the Drivers and Bearers assigned to the Ministry.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Prepares Schedule for daily utilization of vehicles in the fleet to economize on fuel consumption;
- Makes arrangements for the insurance, registration and other routine certification of vehicles and ensures that the relevant documents are up-to-date and copies kept in all vehicles;
- Monitors and analyses the utilisation of petrol and makes recommendations for improving efficiency, where necessary;
- Establishes and maintains a system for the handing over and custody of vehicles, accessories and Advance Cards for fuel;
- Ensures adherence to the Public Sector Motor Vehicle Policy and the FAA Act;
- Co-ordinates transportation for delivery of all mail and other items leaving the Division and the Ministry;
- Ensures that drivers and officers assigned to vehicles adhere to the policies and procedures for utilisation of those vehicles;
- Assists with the preparation and implementation of the Unit's Operational Plan and Annual Budget;
- Ensures that the Unit operates within the prescribed budget.

#### ***Technical/ Professional:***

- Investigates and reports all accidents to the Police and other relevant authorities in accordance with established Government Regulations;
- Keeps records/history of Drivers and accidents;
- Maintains Inventory of motor vehicles and operational costs;

- Recommends Board of Survey for the disposal of obsolete and redundant motor vehicles from the main Inventory;
- Assists with the response to Audit queries/observation relating to motor vehicles;
- Establishes and maintains a schedule for routine maintenance/servicing of vehicles;
- Establishes and maintains a Life Cycle Management System for the fleet, ensuring optimal use and efficiency in the delivery of service, and makes recommendation for disposal/acquisition, when necessary;
- Liaises with service providers for the repairs/servicing of vehicles and verifies invoices submitted;
- Collaborates with the National Works Agency for the assessment of major repairs to vehicles.

#### ***Human Resource Management:***

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance.

#### **Required Knowledge, Skills and Competencies**

##### ***Core/Technical:***

- Sound knowledge of GoJ's Comprehensive Motor Vehicle Policy
- Knowledge of the FAA Act
- Knowledge of the machinery of Government (policies/programmes)
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems
- Good oral and written communication skills
- Excellent customer service skills
- Good planning and organizing skills
- Good interpersonal skills
- Ability to lead and work in a team
- Ability to handle emergency situations in a calm, rational and effective manner
- Sound integrity and ethical principles

#### **Minimum Required Qualification and Experience**

- First Degree in Business Administration, Management Studies or equivalent;
- OR**
- Associate Degree in Management Studies or Business Studies;
  - Two (2) years related work experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 18<sup>th</sup> November, 2020 to:**

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

**Email: hrmd@mcges.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**