



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

WEBSITE: www.osc.gov.jm

CIRCULAR No. 1 **OSC Ref. C.6499⁹**

5th January, 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 fill the **vacant** post of **Director, Management Information Systems (MIS/IT 7)** in the **Management Information Systems Branch, Department of Correctional Services**, salary range \$2,521,624 – \$2,997,419 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent ensures the administration of all aspects of Information Systems throughout the Department, ensuring a co-ordinated process and the appropriate choice, procurement, installation and maintenance of modern and relevant technology to achieve organizational goals. He/she will conduct research on technological developments to identify innovations, determine feasibility and appropriateness; analyze systems and processes to enable technological improvements in management and communication, specifically the timely dissemination and retrieval of information between stations and advise the Senior Director, Human Resource Management and Administration and Senior Managers, accordingly.

Key Responsibilities

The duties and responsibilities include but are not limited to the following:

Technical/Professional:

- Advises Senior Managers on the review and development/access of programs and software packages appropriate for different hardware platforms and programs that will give appropriate management support;
- Advises the Executives on technological developments/needs of the Department and innovations that can increase efficiency of operations;
- Audits network resources, ensuring that the integrity and security of the systems are optimized;
- Manages the integration of the local area network with the wider area network in order to sustain a conducive computer environment in Head Office and its peripherals;
- Develops specifications and identify sources for all PCs, hardware, software and computer accessories to be acquired by the Department to ensure quality, consistency and compatibility.

Management/Administrative:

- Analyzes system usages and recommends and initiates improvements to the info systems, network system and system programming task, by establishing inputs, outputs, interfaces, process requirements and setting new parameters;
- Directs the integration of the Local Area Network with the wider area network in order to sustain a conducive computer environment in Head Office and its remote locations;
- Ensures the security of the Department's computer networks by maintaining user authorization files and devises measures that will prevent/reduce unauthorized access to the system and data;
- Analyzes risks and develops and executes contingency plans for installation and expansion of the system;
- Directs and monitors network maintenance to ensure optimum uptime and reliable performance;
- Establishes where possible, appropriate linkage to the internet and telecommunication systems and ensures proper usage to contain cost and improve communication within and outside of the Department;
- Supervises the installation of system and application software and tools;
- Sources and evaluates new technology to be employed and ensures that users are appropriately trained;
- Prepares the Unit's Corporate and Annual Operational Plans;

- Represents the Department of Correctional Services at meetings on matters relating to Information Technology within the Ministry of National Security, other Ministries/Departments and internationally;
- Conducts timely site visits to monitor compliance and efficiency;
- Liaises with Data Communications and Technology providers to ensure appropriate installation and maintenance of service(s);
- Provides technical support during emergencies;
- Develops a disaster recovery plan (including the backup and recovery of software and data);
- Implements risk management by developing strategies to manage and mitigate risk;
- Directs the technical facilities of the Operations Unit (which controls the CCTV Surveillance Computer Systems [Head Office and remote DCS locations] and the generation of daily Situations Reports);
- Provides technical support for the electronic tagging and monitoring of offenders and ensures that the computer systems in the Monitoring Room of the Operations Unit supply the functional dependency required for successful offender tracking;
- Manages the Integrated MIS technical requirements which comprises of custodial and non-custodial solutions, to include the central server at HQ, the remote backup site, Correctional and Probation Services locations island-wide.

Required Knowledge, Skills and Competencies

Core:

- Local and Wide Area Networks Planning and Implementation
- Information Technology Systems and Databases Planning and Implementation
- Knowledge of Information Security Management
- Excellent presentation, managerial and organizing skills
- Good analytical and problem-solving skills
- High levels of integrity and confidentiality
- Good process design and implementation skills
- Performance management and improvement skills
- Ability to manage workloads and prioritize amongst conflicting demands
- Excellent innovation skills
- Ability to analyze and interpret information for decision making
- Excellent project management skills

Functional:

- Knowledge of current technological developments/trends in area of expertise
- Ability to co-ordinate and integrate computer systems development, enhancement and modifications from overall information services perspective
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business application
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Ability to communicate with and understand the requirements of professional staff in area of specialty

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science, Telecommunications or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
- Five (5) years' experience in Information Technology;
- Five (5) years at the managerial level;
- Hands-on experience in the implementation of at least three (30) major computerized systems

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours, on weekends and on public holidays;
- Frequent travelling off site.

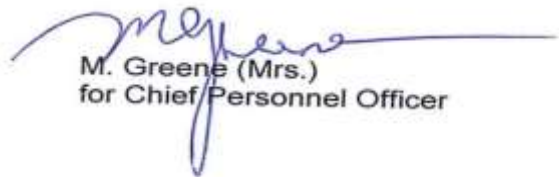
Applications accompanied by résumés should be submitted **no later than Monday, 18th January, 2021 to:**

Senior Director, Human Resource Management and Administration
Human Resource Management Division
Department of Correctional Services
5-7 King Street
Kingston

Email: vacancy@dcs.gov.im

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.



M. Greene (Mrs.)
for Chief Personnel Officer