



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. 302

OSC Ref. C. 6555¹²

16th September, 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 **Manager, Information and Communication Technology (Level 8)** in the **Jamaica Intellectual Property Office**, salary range \$ 2,681,717 – \$ 3,352,145 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Executive Director, the incumbent co-ordinates the installation, development and maintenance of hardware and software, formulates applications, management systems, policies and makes recommendations on future Information Management Planning.

Key Responsibilities

Technical/Professional:

- Confers with the Executive Director and Deputy Director on the development and maintenance of the JIPO's Website, the Intellectual Property Information services and proposes strategies for the design, development and implementation of new IP information services;
- Meets with Managers to discuss system requirements, specifications, costs and timelines and develops, implements and monitors Information Technology Systems for various Divisions and functions;
- Determines in consultation with the Legal Counsel, the fee structure for various Intellectual Property Information services provided by JIPO;
- Controls the Budgets and expenditure for Information Technology;
- Ensures that technology is accessible and the Organisation equipped with current hardware and software;
- Provides expert advice, support and recommendations on all IT matters and represents JIPO at meetings organized at national and international levels;
- Provides functional directions and technical support across the Organisation on all aspects of IT;
- Ensures access and utilization of information systems such as email and internet in the networking of Information Technology;
- Liaises with the Cabinet Office, Ministry of Finance and the Public Service and Ministry of Industry, Investment and Commerce (MIIC) on the planning, development and implementation of organizational initiatives.

Required Knowledge, Skills and Competencies

Core:

- Management and leadership skills
- Excellent oral and written communication skills
- Team building and interpersonal skills
- Very good planning and organizing skills
- Ability to build and maintain linkages with internal and external stakeholders
- Strong problem solving and decision making skills

Technical:

- Comprehensive knowledge of current technological trends
- Excellent comprehension of complex information technology issues
- Ability to translate technical language to lay audiences
- Comprehensive knowledge of Government of Jamaica's guidelines for the procurement of IT equipment and/or services
- Comprehensive knowledge of wide area and local area networking

- Knowledge of Records and Documentation Management
- Knowledge of Government of Jamaica's information system requirements, policies and procedures
- Knowledge of security technologies, processes and controls

Minimum Required Qualification and Experience

- Postgraduate Degree in Management Information Systems, Information and Communication Sciences, Computer Science or any related discipline;
- At least five (5) years related experience;
- Any certification in Intellectual Property would be an asset; **or**
- Undergraduate Degree in Computer Science, Information and Communication Sciences or any related discipline;
- At least seven (7) years related experience;
- Any certification in Intellectual Property would be an asset.

Specific Conditions Associated with the Job

- Typical working environment, no adverse working conditions.

Applications accompanied by résumés should be submitted **no later than Wednesday, 17th September, 2021 to:**

**Director – Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road,
Kingston 10**

Email: hrma@jipo.gov.jm

Fax: 927-6744

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**