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(CENTRAL GOVERNMENT)
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CIRCULAR No. 353
OSC Ref. C.6272¹⁵

20th October, 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/be assigned to the following posts in the **Office of the Cabinet**:

1. **Director (GMG/SEG 3) – (Information, Communication and Technology Unit), Corporate Affairs Division – (Vacant)**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Assistant Co-ordinator (GMG/SEG 1) – Cabinet Recording Secretariat, Cabinet Support and Policy Division – (Not Vacant)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

1. **Director (GMG/SEG 3)**

Job Purpose

Under the general direction of Senior Director, Corporate Affairs, the role of the Director in the Information, Communication and Technology (ICT) Unit, is to:

- Provide vision and leadership for developing, implementing and monitoring Information Technology initiatives to improve operations of the Organization;
- Direct the planning and implementation of the organization's ICT Strategic Plans;
- Evaluate the quality control processes to ensure that systems and procedures adhere to established policies and standards and are aligned to the GOJ policies for relevant applications;
- Install and maintain computer hardware, software and networks;
- Provide training and consultation;
- Provide technical advice and guidance to the Cabinet Secretary, the Senior Director, Corporate Affairs, Directors and Managers in the Office of the Cabinet;
- Research, assess and advise on the acquisition and implementation of ICT hardware and software that support the business processes of the Office of the Cabinet.

Key Responsibilities

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

- Leads IT's Strategic and Operational Planning to achieve business goals by fostering innovation, prioritizing IT initiatives and coordinating the evaluation, deployment and management of current and future IT Systems across the Organization;
- Performs on-going business case analysis of the Office of the Cabinet's Strategic Objectives;
- Actively provides consultation to Senior Management on the application of standardized Information and Communication technologies for the Organization's Strategic Objectives;
- Provides consultation to support the business processes of the Office of the Cabinet's modernization projects;
- Establishes IT Departmental goals, objectives and operating procedures;
- Establishes lines of control for current and proposed Information Systems;
- Develops standards, policies and procedures that are in accordance with or adaptable to International Standards Organization (ISO) and Information Technology Information Library (ITIL) specifications;
- Assesses and communicates risks associated with IT investments;
- Develops, tracks and controls the Information Technology annual Operating and Capital Budgets;
- Develops business case justifications and cost/benefit analyses for IT spending and initiatives;
- Plans, develops and ensures successful application of Disaster Recovery and Business Continuity procedures and appropriate/standardized protocols for management of the application of ICT systems;
- Ensures inventory maintenance and software licence management;

- Ensures the development of integrated systems to optimize ICT resources;
- Oversees service level agreements with end users and monitors IT system's performance to ensure continuous delivery of IT services;
- Establishes governance framework for the management of current and proposed Information Systems;
- Re-engineers applications support, where necessary, to ensure it aligns with business processes, tactical planning and strategic vision of the Organization;
- Defines and communicates project milestones, service level agreements and resource allocation to Executive Team, Heads of Division/Unit, support staff and end users;
- Develops and reviews IT Budget proposals for and from Divisions/Units in the Office of the Cabinet to ensure compliance with stated goals, guidelines, and objectives;
- Develops Bid requirements for all hardware and software upgrades, reviews submitted bids for compliance with stated requirements and makes the appropriate award;
- Authorizes and oversees the deployment, monitoring, maintenance, development and support of all hardware and software based on Divisional/Unit needs;
- Provides leadership to staff through effective objective setting, delegation and communication.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality
- Excellent leadership and management skills
- Excellent interpersonal and customer service skills
- Excellent oral, written and presentation skills
- Excellent planning and organizing skills
- Excellent networking and relationship-building skills, ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally
- Experience in strategic planning and execution
- Displays emotional resilience and the ability to withstand pressure on an on-going basis
- Strong negotiating skills
- Strong research, analytical and problem-solving skills
- Ability to exercise sound judgement in making decisions
- Ability to translate technical language to lay audiences
- Ability to present ideas in business-friendly and user-friendly language
- Initiative and creativity
- Strategic thinker
- Knowledge in data processing, hardware platforms, enterprise software applications and outsourced systems, including ECM
- Good understanding of computer systems characteristics, features and integration capabilities
- Understanding of human resource management principles, practices and procedures
- Excellent understanding of project management principles
- Knowledge of business theory, business processes, management, budgeting and business office operations
- Knowledge or Experience with systems design and development from business requirements analysis through to day-to-day management
- Knowledge and experience in IT planning, organization and development
- In-depth knowledge of applicable laws and regulations as they relate to IT
- Knowledge of e-governance, e-commerce, e-procurement and e-services
- Sets and maintains high performance standards; pays close attention to detail, accuracy and completeness; maintains a high level of productivity and self-direction
- Proficient in the use of computer applications Microsoft Office Suite (Word, Excel, Power Point, Outlook, Office 365)

Minimum Required Education and Experience

- Masters' Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from an accredited tertiary institution, plus two (2) years' experience working in the ICT Industry, which should be at a senior level in an ICT Unit of a medium to large organization;
- OR**
- Bachelor's Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from an accredited tertiary institution, plus five (5) years' experience working in the ICT Industry, three (3) years of which should be at a senior level in an ICT Unit of a medium to large organization.

- Five (5) years' experience in systems analysis and design;
- Experience in planning, documenting, executing and evaluating software testing;
- Experience in the management of ICT projects would be an asset;
- Experience in Software Engineering for web and mobile technologies;
- Experience in Business Process Re-engineering for ICT projects.

Special Conditions Associated with the Job

- Required to work beyond normal working hours and on weekends, whenever the need arises;
- Travels to Divisions/Units in the Office of the Cabinet and other Government Agencies in the performance of these duties, as required;
- On-call availability and periodic overtime;
- Will be required to lift computer equipment, supplies and materials;
- Required to manage a number of projects simultaneously and may be interrupted frequently to meet the needs and requests of clients.

2. Assistant Co-ordinator (GMG/SEG 1))

Job Purpose

Reporting to the Director, Cabinet Recording Secretariat, the Assistant Coordinator is required to co-ordinate the provision of confidential and secure administrative, logistic and records management services by the Secretariat to the Cabinet and the Committees thereof.

Key Responsibilities

- Provides administrative and technical support to the Director for meetings of the Cabinet and Cabinet Committees chaired by the Prime Minister, and other high-level meetings for which Cabinet Recording Secretariat services are required by the Prime Minister;
- Serves the aforementioned meetings by, *inter alia*, co-ordinating the circulation of agenda-related documents, attending meetings and recording deliberations, writing, editing, proof-reading and circulating Minutes and decisions;
- Provides lead services to Cabinet Committees/Meetings other than stated above;
- Assists with summarizing Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Assists with developing training and informational materials for staff and external persons on Cabinet protocol and procedures and Cabinet Recording Secretariat procedures;
- Provides information and data to support the development and updating of the budget and the Corporate and Operational Plans of the Cabinet Support and Policy Division.

Required Knowledge, Skills and Competencies

- Good command of the English Language, inter-personal and communication skills
- Excellent writing/Minutes writing, note-taking, time management, planning and analysis skills
- Ability to summarize high level policy discussions
- Attention to detail
- Good supervisory skills
- Confidentiality, discretion and sound judgement
- Ability to work under pressure and meet strict deadlines
- Ability to work in a team
- Knowledge of meeting practice and procedures
- Knowledge of databases

Minimum Required Education and Experience

- Bachelors Degree in Humanities, Social Sciences or similar discipline (an English Degree will be an asset);
- Experience in the use of computer applications and systems, including Microsoft Office Suite;
- Five (5) years' experience in the Public Service, two (2) years of which should be in a supervisory capacity.

Special Conditions Associated with the Job

- May, at times, be required to work long hours and on weekends/public holidays;
- Long hours sitting in meetings and at computer station.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 2nd November, 2021 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

Email: jobs@opm.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