



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 415

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2nd December, 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 be assigned to the post of **Director, Information, Communication and Technology (MIS/IT 7) - (for period 20th December, 2021 to 19th January, 2022)** in the **Ministry of Transport and Mining**, salary range \$2,622,489 – \$3,117,316 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Corporate Services, the Director, Information, Communication and Technology, will oversee the activities of all areas of Information and Communication Technology (ICT) in the Ministry. He/she will formulate, develop and implement Information and Communication Technology (ICT) policies, plans and strategies to guide the Ministry in achieving its goals and objectives, both in the long and short terms.

Key Responsibilities

Management/Administrative:

- Reviews the Ministry's ICT policies and procedures in accordance with Industry standards;
- Participates in the Ministry's Strategic Planning process, prepares and monitors the Directorate's Operational Plan and Budget, ensuring that the work of the Directorate is carried out according to plan and agreed targets;
- Participates as a member of the Management Team in planning, resolving problems and reviewing Department's performance;
- Provides guidance to the Permanent Secretary, Director, Corporate Services and Managers, on matters relating to ICT;
- Represents the Ministry at meetings, conferences and other functions related to ICT.

Technical/Professional:

- Develops, implements and maintains policies to guide and inform the use of ICT in the Ministry;
- Maps the business processes of the Ministry and implements new systems to improve productivity and efficiency;
- Ensures a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation;
- Plans the development of a Wide Area Network (WAN) linking the Ministry with all of its Agencies and Portfolio Entities and develops a set of protocols governing the exchange of information and communication between the Entities;
- Directs new system development and establishes on-going systems analysis for system improvement;
- Provides technical expertise to the Ministry's Agencies and Portfolio Entities to provide for adequate ICT services to these entities and to chart the course for the eventual integration of the networks;
- Provides technical advice to other Ministry's, Departments and Agencies;
- Directs the development of security strategies to protect the network and data;
- Directs the development of benchmark and baseline performance testing for in-house systems;
- Ensures the development of systems for the care and maintenance of computer and network equipment;
- Establishes and maintains systems for inventories, equipment and parts and tracks their movement;
- Develops, maintains and executes short and long-range plans for the implementation of technology within the Ministry;
- Develops, reviews, evaluates and recommends proposals for hardware and/or software acquisition;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems;
- Develops training plan for ICT staff to achieve and maintain the relevant technical competencies to deliver quality ICT support and service to the Ministry and its Entities;
- Develops and maintains the Disaster Recovery Plan.

Human Resource:

- Manages the welfare and development of Direct Reports through the management of performance, including preparation of performance appraisals and recommendation for required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Directorate;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Directorate.

Required Knowledge, Skills and Competencies**Technical:**

- Excellent knowledge of information management infrastructure and software development
- Knowledge of international standards and best practice in ICT policy development and implementation
- Ability to direct and co-ordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications
- Excellent knowledge of data security systems and disaster recovery procedures
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business application
- Ability to communicate with and understand the requirements of professional staff in their area of specialization
- Knowledge of contemporary technology developments and trends
- Good knowledge of the Government of Jamaica (GOJ) Information, Communication and Technology Policy
- Knowledge of international standards and best practice regarding information management
- Good knowledge of business process mapping
- Excellent understanding of the Strategic Planning process
- Excellent knowledge of the GOJ Procurement Guidelines

Core:

- Excellent use of initiative
- Ability to impact and influence change
- Excellent analytical and problem-solving skills
- Good oral and written communication skills
- Excellent conflict management and team-building skills
- Excellent leadership, human relations and people management skills

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 related field.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th December, 2021 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**