



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 419**  
**OSC Ref. C. 6555<sup>12</sup>**

**6<sup>th</sup> 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 fill the **vacant post of Manager, Information and Communication Technology (Level 8)** in the **Jamaica Intellectual Property Office**, salary range \$2,788,986 - \$3,486,231 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**

**Management/Administrative**

- Provides leadership to staff through effective objectives setting, delegation and communication;
- Manages the day to day operations of the staff supervised;
- Establishes Performance Standards and agrees on targets and benchmarks;
- Leads Cross Functional IT activities and projects;
- Sets the Vision and direction for JIPO;
- Directs the Information Strategy for JIPO and develops, implements and monitors IT policies and practices for the Organisation.

**Technical/Professional**

- Identifies, provides and assesses the IP information needs of the users from the JIPO IT Services, Industrial, Commercial and Research Sectors;
- 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 Planning and Ministry of Industry, Investment and Commerce (MIIC) on the planning, development and implementation of organizational initiatives;
- Reviews the records and documentation methods and procedures for JIPO;

- Adheres to International IT Security Standards that protect confidentiality, integrity and availability of critical systems and data, identifies threats and vulnerabilities and implements cost effective counter measures to mitigate risk;
- Develops IT Security Disaster Recovery and Business continuity policies and practices;
- Develops, co-ordinates and submits Corporate, Operational and Strategic Plans and Budgets;
- Provides technical expertise for guiding Business Process Re-engineering and Change Management and provides IT support for all conferences, seminars, workshops and other JIPO activities;
- Ensures that all systems development initiatives are completed within project scope and Budget, that best practices are adopted and controls attendant Budgets and expenditures;
- Maintains current and accurate Inventory of technology hardware, software and resources;
- Manages the IT correspondence, enquiries and feedback, establishes and maintains linkages with stakeholders and develops, implements and/or modifies existing information processing systems as required.
- Keeps abreast of trends and developments in IP information for future planning and potential implementation, interfacing with stakeholders on information management and IT matters and making proposals for the acquisition of appropriate Intellectual Property information products;
- Participates in the procurement of equipment to ensure adherence to international standards and compatibility with existing equipment.

### **Human Resource Management**

- Ensures that staff members are apprised of and adhere to policies, procedures and regulations of JIPO;
- Makes recommendations on training, discipline, promotion, leave and other personnel issues;
- Provides Orientation Sessions for staff and new users of existing technology;
- Performs any other related duties which may be assigned.

### **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

Applications accompanied by résumés should be submitted **no later than Friday, 17<sup>th</sup> December, 2021 to:**

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

**Email: [hrma@jipo.gov.jm](mailto: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**