



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 6** **OSC Ref. C. 4515/S3**

3<sup>rd</sup> January, 2022

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, Information Communication and Technology (MIS/IT 8)** in the **Court Administration Division (CAD), Supreme Court**, salary range \$3,250,841 – \$3,864,228 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the direct supervision of the Director of Court Administration, the Director, Information, Communication and Technology (MIS/IT 8), manages and provides strategic direction to the Information Computer Technology Division (ICTD). He/she develops and implements ICT strategies based on the Business Plans/Strategies of the Court Administration Division and takes overall responsibility for efficient and effective management of the ICTD.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Designs an information architecture and management strategy;
- Develops and maintains information technology strategies and plans;
- Develops and maintains IT policies, standards and procedures;
- Develops implements and manages Service Level Agreements (SLAs);
- Reviews requests for technology and makes recommendations, as appropriate, on alternative system options;
- Develops computer information resources, providing for data security and control, strategic computing and disaster recovery;
- Plans and manages the ICT Budgets;
- Plans and evaluates the work of ICTD staff;
- Facilitates the procurement of hardware/software on behalf of the Division in accordance with Government procurement procedures;
- Ensures that research and technology plans are effectively aligned with the Business Plans of the Department;
- Develops and maintains good relationships with other Government ICT staff;
- Ensures that Management Team is up to date and well educated on strategic Information Technology issues;
- Selects, develops, implements and supports new systems and technologies;
- Conducts post implementation reviews to ensure that benefits are achieved;
- Evaluates the performance of direct reports and ensures that Performance Reports are done Annually, and in time for all ICTD staff;
- Ensures proper documentation, storage and dissemination of information pertaining to ICT systems, policies, procedures, plans and projects.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Excellent leadership and management skills
- Sound analytical and strategic thinking
- Negotiating and problem-solving skills
- Excellent oral and written communication and Human Resource Management skills
- Ability to analyze and interpret financial and other Corporate information for decision making
- Ability to exercise sound judgement
- Ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited time
- Ability to manage limited resources in order to achieve challenging output targets
- Sound personal and professional integrity

- Strong customer orientation skills

**Technical:**

- Knowledge of the Government of Jamaica's procurement procedures and the Financial Administration and Audit Act
- Excellent knowledge understanding and ability to link complex functions and their potential strategic contribution
- Current technological trends
- Comprehension of complex information technology issues
- Knowledge of business process re-engineering
- Knowledge of security technologies, processes and controls

**Minimum Required Qualification and Experience**

- Bachelors Degree in Computer Science, Telecommunication or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
- Diploma in Management from a tertiary institution, with at least five (5) years' experience in related field;
- A Master's Degree would be an asset.

**Special Condition Associated with the Job**

- Will be required to travel to Courts islandwide.

Applications accompanied by résumés should be submitted **no later than Friday, 14<sup>th</sup> January, 2022 to:**

**Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers  
25 Dominica Drive  
Kingston 5**

Email: [kadine.lobban@cad.gov.jm](mailto:kadine.lobban@cad.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**