



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. 52
OSC Ref. C.5851²⁰

30th January, 2023

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 following **vacant** posts in the **Early Childhood Commission**:

1. **Manager, Information Technology (MIS/IT 7)**, salary range \$4,947,565 - \$6,653,925 per annum.
2. **Inspector (GMG/SEG 1)**, salary range \$2,735,387 - \$3,678,791 per annum.

1. Manager, Information Technology (MIS/IT 7)

Job Purpose

The Manager, Information Technology, is responsible for planning, co-ordinating and overseeing the development, implementation, management and maintenance of Information Technology Systems that will support and facilitate the Early Childhood Commission (ECC) in fulfilling its mandate.

Key Responsibilities

Management /Administrative:

- Prepares Management Information Systems inputs to the Corporate Plan and Budget to ensure that the Department's objectives and targets are reflected;
- Prepares and monitors the Department's Operational Plan and Budget, ensuring the work of the Department is carried out according to plan and agreed targets achieved;
- Develops, reviews and revises Information Technology policies and procedures for the organization;
- Ensures that proper documentation is developed/available on all information systems;
- Assesses, at intervals, the efficiency and effectiveness of the Management Information Systems Department; develops, implements and communicates process improvements;
- Manages and tracks the progress of ICT projects and initiatives;
- Applies detailed knowledge of project management principles to be able to recognize and communicate internal and external dependencies;
- Conducts primary and secondary research and analysis of ICT (Public/Private Sector) and informs how these tools can be utilized in maximizing the ECC's ICT effectiveness;
- Provides IT support to meet the organisation's Monitoring and Evaluation needs;
- Represents the organization at Information Technology related meetings, conferences and other functions as required.

Technical/Professional:

- Assesses the ECC's objectives and identifies its technology requirements;
- Develops and implements a coherent and integrated Management Information System in accordance with the needs of the ECC;
- Designs, recommends and implements LAN, WAN and other Communications Technology, including electronic mail, voice mail and other enablers;
- Ensures that the ECC's Website is current and accessible;
- Recommends and on approval, implements new development platforms and hardware systems;
- Co-ordinates the purchase of new equipment; liaises with computer suppliers accordingly;
- Co-ordinates and as necessary, provides guidance and technical expertise on the design, development, installation, configuration and testing of Information Systems;
- Participates in trouble-shooting system problems; liaises with user Departments accordingly to reduce down and response times;
- Keeps abreast of technological developments to determine appropriateness and potential applicability to the ECC and ensures that the ECC's Information Technology Systems are current and relevant;
- Prepares and monitors the Implementation Plan for the introduction of approved technology products/methodologies;

- Develops and implements a comprehensive maintenance programme for all computer systems;
- Develops and implements effective systems to maintain the integrity and security of information.

Human Resource Management:

- Agrees to objectives and performance targets with staff supervised and conducts interim and annual performance appraisals;
- Assesses staff training requirements on an on-going basis and ensures provision of structured training programmes and on-the-job coaching to develop knowledge and skills;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the ECC;
- Performs other related functions assigned from time to time by the Executive Director.

Required Knowledge, Skills and Competencies

Technical:

- Expertise in systems analysis, design and application software implementation approaches
- Sound knowledge of information technology policies, procedures and strategies
- Sound knowledge of programme design techniques and tools
- Knowledge of all aspects of information systems management and control
- Proficiency in Project Management

Core:

- Ability to work in a team
- Analytical thinking skills
- Excellent oral and written communication skills
- Excellent planning, organizing and problem-solving and decision-making skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science/Master's Degree in Information Technology/Management Information Systems or equivalent qualifications;
- Specialised training in the establishment and maintenance of integrated PC/MIS Systems;
- Five (5) years' experience in the Information Technology field, including two (2) years' experience at the management level.

Special Condition Associated with the Job

- May be required to work beyond normal working hours, including weekends and public holidays.

2. Inspector (GMG/SEG 1)

Job Purpose

The incumbent will conduct inspections of Early Childhood Institutions (i.e. Day Care Centres and Pre-Schools) and interviews with the relevant personnel, in accordance with the Early Childhood Act and Regulations and the Policies and Standards for the operation, management and administration of Early Childhood Institutions in Jamaica. He/She is responsible for making recommendations to the Commission regarding eligibility for registration or permits to operate and to report any infractions of the Act.

Key Responsibilities

- Contacts operators of Early Childhood Institutions to finalize arrangements, site inspections and interviews of relevant personnel;
- Conducts Inspection Visits based on the criteria outlined in the EC Act and Regulations and Standards for the operation of Early Childhood Institutions;
- Completes the Inspection Reports and submits the information to the Early Childhood Commission;
- Recommends to the Commission institutions which qualify for Registration or Permits to operate;
- Recommends time – scales for compliance with the Act and Regulations for those institutions which have been granted permits to operate;

- Responds to questions and complaints from ECI Operators regarding the implementation of the Act, Regulations, Standards, Inspection Schedules, Inspection Results and compliance requirements;
- Reports forthwith to the Commission, any infringements of the Act and Regulations;
- Makes recommendations for the closure of an institution as directed by the Act and Regulations;
- Confers with Attorneys at Law regarding legal issues, such as infractions of the law and appeals;
- Represents the Commission in the Courts of Law or before the Independent Appeals Tribunal in the case of infractions of the Act;
- Provides information to support the development of comprehensive reports on each cycle of the Inspectorate process – weekly reports;
- Provides timely feedback on ways to improve the performance of the Inspectorate Division;
- Performs other related functions assigned from time to time by the Senior Inspector.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Sound knowledge of the Early Childhood Act and Regulations and the Standards for the Operation of Early Childhood Institutions in Jamaica
- Working knowledge of the Early Childhood Sector
- Working knowledge of Child Development
- Sound knowledge of relevant computer applications

Core:

- Good analytical skills
- Sound human relations skills
- Sound oral and written communication skills
- Excellent investigative, observation and interviewing skills
- Excellent skills in using tact, initiative and independent judgment within established procedural guidelines
- Excellent skills in organizing and prioritizing work and meeting critical deadlines
- Ability to work with minimal supervision

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Early Childhood Development, Education, Social Sciences or a related discipline;
- Three (3) years working experience in Early Childhood Development or a related field.

Special Conditions Associated with the Job

- Extensive travel to inspect Early Childhood Institutions located in designated areas;
- Required to carry out assignments in any parish within assigned Group and across Groups from time to time based on workflow;
- On occasions, testify on behalf of the Commission in legal proceedings.

Applications accompanied by résumés should be submitted **no later than Friday, 10th February, 2023 to:**

**Manager, Human Resource and Administration
Early Childhood Commission
Shops 45-49 Kingston Mall
8-10 Ocean Boulevard
Kingston**

Email: application@ecc.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**