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(CENTRAL GOVERNMENT)
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CIRCULAR No. 79
OSC Ref. C.5850¹¹

5th March, 2019

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 **Ministry of Economic Growth and Job Creation**:

1. **Director, Information and Communications Technology (MIS/IT 7) – Information Communication and Technology Branch, Corporate Services Division**, salary scale: \$2,309,180 – \$2,744,889 per annum and any allowance(s) attached to the post.
2. **Director, Employee Relations, Health, Safety and Welfare (GMG/SEG 2) – Human Resource Management and Development Branch**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.

1. **Director, Information and Communications Technology (MIS/IT 7)**

Job Purpose

Under the general direction of the Corporate Services Director, the incumbent is responsible for formulating, developing and implementing Information Communications and 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 organizations strategic planning process, prepares and monitors the Corporate and Operational Plan and Budget ensuring the work of the Division is carried out according to plan and agreed targets;
- Participates as a member of management team in planning, problem resolution and reviewing the performance of functional areas;
- Provides guidance to the Permanent Secretary, Director General, Chief Technical Director and Directors on matters relating to ICT;
- Represents the organization at meetings, conferences and other functions;
- Prepares annual/quarterly/monthly and other reports as required.

Technical/Professions:

- Develops, implements and maintains policies to guide and inform the use of ICT in the Ministry;
- Maps the business processes of the Ministry and puts in place new systems to improve productivity and efficiency;
- Facilitates the development of 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 develop a set of protocols governing the exchange of information and communication between the entities;
- Plans the virtualization of the operating environment to increase productivity and reduce cost;
- Establishes on-going systems analysis for systems improvement and directs new system development;
- Provides technical expertise to the Ministry and portfolio entities to provide for adequate ICT services to these entities and to chart the course for the eventual integration of the networks;
- 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;
- Oversees the development of systems for the care and maintenance of computer and network equipment;
- Develops and maintains 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 IT support and service to the Ministry and its entities;
- Provides technical support to facilitate the Ministry's social media programme;
- Plans the implementation of open source platforms to reduce IT costs;
- Recommends changes to ICT policies based on new internal and external demands.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares performance appraisals and recommend and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme.

Required knowledge, Skills and Competencies

- Sound knowledge of networking technologies and software development principles
- Knowledge of international standards and best practice in IT 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
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business application
- Knowledge of current ICT developments/trends
- Knowledge of data security systems disaster recovery procedures
- Knowledge of Government of Jamaica's procurement process
- Excellent oral and written communications skills
- Excellent leadership skills
- Excellent interpersonal skills
- Excellent decision making and Problem solving skills
- Excellent Initiative
- Ability to work in team

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.

2. Director, Employee Relations, Health, Safety and Welfare (GMG/SEG 2)

Job Purpose

The incumbent will develop and implement health, wellness and safety best practices, ensuring compliance with current Government policies. He/she will work proactively with managers to establish and maintain safe systems of work and safe environment and develop wellness strategies for the improvement of the working environment.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan based on alignment with Division's Operational Plan;
- Prepares annual/quarterly/monthly reports as required;
- Contributes to the development of the Division's Operational, Strategic Plan and Budget;
- Participates in meetings, seminars, conferences and workshops as required.

Technical/ Professional:

- Develops and implements the Ministry's Health and Safety Policy in consultation with various Divisions and in keeping with Public Sector guidelines;
- Monitors, evaluates and reviews Health and Safety Policies and Practices to ascertain continued effectiveness and applicability;
- Advises on a range of specialist areas, such as fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases;
- Develops wellness programmes based on needs identified within the Ministry and implements programmes in collaboration with various Divisions;
- Develops and manages counselling programmes for employees;
- Liaises with Branch Heads to determine best wellness strategies for the development and maintenance of good working environment and relations;
- Develops/adapts the HIV Workplace Policy for Ministry;
- Manages and organizes the safe disposal of hazardous substances eg asbestos;
- Identifies and meets employee training needs in relation to office health and safety;
- Develops and delivers training sessions, in collaboration with Director, Human Resource Development, to various members of staff;
- Supports managers to maintain safe systems of work and implement best practices, including providing specialist advice, coaching and practical support as needed;
- Conducts Risk Assessments on existing or potential office health and safety issues;
- Implements and assist managers to implement office health and safety procedures;
- Conducts site visits and audits to evaluate compliance and effectiveness of health and safety systems and procedures;
- Develops wellness advisories for circulation among staff;
- Keeps abreast with current health, safety and wellness trends and best practices for continued improvement to Ministry policies, strategies and programmes;
- Prepares findings and recommendations reports based on site visits and audits conducted;
- Manages the collection, storage and analysis of accident and other health and safety data to produce management reports, identify trends and recommend corrective action;
- Investigates circumstances and causes of accidents and takes necessary steps to prevent recurrence;
- Ensures that staff members are sensitized on emergency exit/escape routes and assembly points;
- Ensures that emergency drills are conducted (fire etc.);
- Serves as a member of the Staff Welfare Committee;
- Develops and implements welfare programmes;
- Provides advice to the Ministry's Departments and Agencies for the streamlining of procedures;
- Ensures installation and continuous training of Safety Wardens.

Required Knowledge, Skills and Competencies

- Excellent knowledge of office health, wellness and safety policies and strategies
- Working knowledge of Government operations and systems
- Knowledge of the laws and regulations relating to Public Health in particular Occupational Health and Wellness
- Knowledge of Government National Health Programme

- Excellent oral and written communication skill
- Excellent interpersonal skills
- Team and results oriented
- Excellent planning and organizing skills
- Good analytical and problem solving skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Occupational and Environmental Safety and Health or related Social Sciences;
- Three (3) years' experience in a related field.

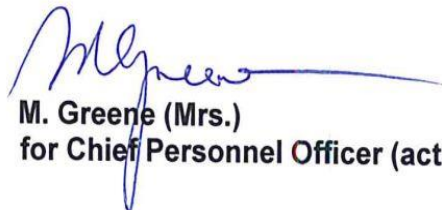
Applications accompanied by résumés should be submitted **no later than Monday, 18th March, 2019 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only short listed 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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**