



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 36
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29th January, 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 vacant post of **Director, Information Technology (MIS/IT 7)** in the **Post and Telecommunications Department**, salary range \$2,309,180 – \$2,744,889 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Administration, the incumbent will be responsible for managing and co-ordinating the functions of the Unit based on the Organization's Strategic Goals and Objectives, while ensuring that the Department's needs are effectively served while keeping pace with technology.

Key Responsibilities

- Co-ordinates the ongoing analysis of the data and information needs of the Department and prepares Strategic Plans to ensure that the Information Systems are adequate to support postal operations;
- Ensures efficient development, implementation and maintenance of Computerize Management Information and Network Systems;
- Undertakes responsibility for preparing the Department for advances in technology;
- Works with local and external consultants and contractors to provide Information Technology services to the Department;
- Liaises with Public and Private Sector Agencies on matters related to Information Technology;
- Supervises staff assigned to the Unit;
- Conducts ongoing analysis of the Information Training needs for staff and collaborate with Human Resource Department (HRD) and Director of Personnel in organizing training as required;
- Participates in the recruitment of all data processing staff;
- Prepares Management Reports on activities undertaken by the Unit;
- Prepares the Budget and monitors the allocation and expenditure of funds for the Unit;
- Performs administrative duties relating to the Unit;
- Performs other related duties as directed by the Postmaster General and Senior Director, Human Resource Management and Administration.

Required Knowledge, Skills and Competencies

- Strong Interpersonal relationship
- Excellent Oral and Written Communication skills
- Excellent Analytical and Problem Solving skills
- Working knowledge of systems development and implementation
- Strong ethical values
- Working knowledge of Popular computer programming languages such as- PHP, ASP, JAVA, C, C++
- Expert knowledge of LAN and WAN Design and Implementation
- Expertise in systems analysis and design
- Sound knowledge of management principles and practices

Minimum Required Qualification and Experience

- Masters Degree in General Management and Computer Science or its equivalent from a recognized tertiary institution;
- Seven (7) years' experience in the Information Technology field with four (4) years in a managerial position;

- CISCO Certification will be an asset;
- Training in Project Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 11th February, 2019 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Central Sorting Office
Kingston**

Email: hrunit@jamaicapost.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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**