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**CIRCULAR No. 27**  
**OSC Ref. C.6276<sup>10</sup>**

**23<sup>rd</sup> January, 2018**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Information and Communications Technology (MIS/IT 7) – (Not Vacant)**, in the **Ministry of Local Government and Community Development**, salary range \$2,156,097 – \$2,562,922 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Permanent Secretary, the incumbent is responsible for developing, managing, co-ordinating, monitoring and evaluating electronic data processing needs of the Ministry, its various Agencies and Municipal Corporations.

### **Key Responsibilities**

- Develops the Budget and Operational Plans for the Unit;
- Participates in the development of the Ministry's Strategic Business Plan;
- Ensures that schedules and deadlines are met, developed, properly maintained and standards achieved;
- Prepares Monthly Reports on activities in the Unit;
- Monitors the activities of Consultants working on Information Technology project and keeps them abreast of technology changes, laws and legislation in accordance with established guidelines;
- Arranges for regular Audit checks of all the computer systems, analyzes reports and makes the necessary recommendations;
- Determines the necessary Hardware and Software Applications needs of the Ministry and under its purview in accordance with the relevant guidelines, policies and procedures;
- Develops and introduces new systems in accordance with the needs and targets of the Ministry and advises on the appropriate hardware and software to support and enhance communication requirements;
- Determines training needs by liaising with Divisional Directors and Training Officers in the Ministry, Municipal Corporations and Agencies, develops, co-ordinates and conducts the necessary courses;
- Prepares and conducts audio presentations, liaising with other Agencies, local and international organizations for the exchange of materials in preparing training programmes for resource personnel users;
- Develops detailed input, output designs and specifications for the direction of programmes and Database systems for programme areas;
- Facilitates the development and implementation of technology as it relates to reforms in the Municipal Corporations and oversees the development of the Management Systems to ensure conformity with the guidelines of the Financial Administration and Audit (FAA) Act;
- Monitors maintenance activities of computers to ensure that the entire network is functioning at all times;
- Participates in Management Meetings for presentation, deliberations on the computerization programme, responding to queries, advising and introducing new technology;
- Oversees the design of Work Plans and programmes for the Division, ensuring staff are effectively utilized and productivity optimized;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;

- Participates in the recruitment, selection and orientation of staff for the Division;
- Provides guidance and leadership to staff through delegation, effective goal setting and communication.

**Required Knowledge, Skills and Competencies**

- Good Interpersonal and People Management skills
- Excellent Oral and Written Communication skills
- Excellent Customer Relations skills
- Excellent Leadership skills
- Sound judgment and integrity/ethics exercised in the performance of duties
- Excellent knowledge of professional practices and laws governing Information
- Excellent knowledge in Networking, Communication and Programme designing of technology locally and internationally
- Excellent Problem-solving skills
- Excellent Decision Making and Judgment skills
- Excellent Organizing and Planning skills
- Excellent initiative ability

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Computer Science from a recognized institution;
- At least five (5) years' experience in a management capacity in the related field;
- Experience in the development of Information Technology policies and procedural guidelines.

Applications accompanied by résumés should be submitted **no later than Monday, 5<sup>th</sup> February, 2018 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
85 Hagley Park Road  
Kingston 10**

Email [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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 (acting)**