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**CIRCULAR No. 38**  
**OSC Ref. C.4858<sup>30</sup>**

30<sup>th</sup> 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 **Information and Communication Technology Director (MIS/IT 7)** in the **Information and Communication Technology Unit, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$2,309,180 - \$2,744,889 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Principal Director, Corporate Services, the Information and Communication Technology Director (MIS/IT 7), provides strategic direction for information and technology to the Ministry of Industry, Commerce, Agriculture and Fisheries. The incumbent will be required to plan, direct and administer all information and technology development, maintenance and operations activities to support organizational needs. Collaborates with the Management Team to align the Ministry's Information Technology with its strategic direction.

### **Key Responsibilities**

#### ***Strategic Management:***

- Provides the Vision for the Information and Communication Technology Unit;
- Ensures its alignment with the Mission and Vision of the Ministry of Industry, Commerce, Agriculture and Fisheries;
- Produces the Unit's Annual Corporate and Operational Plans to be incorporated within the Corporate Plan;
- Develops, implements and enforces Information and Communication Technology policies and practices;
- Develops application solution strategies for various Divisions/Branches/Sections/Units within the Ministry;
- Directs the information strategy of the Ministry based on forecasting information from Senior Management;
- Manages the evaluation of business requirements, determines priorities and implements solutions;
- Liaises with the Central Information Technology Office and any other entity, public or private, involved in the planning, development and implementation of e-Government initiatives;
- Promotes the use of technology in a practical and strategic manner to support decision-making and business growth.

#### ***Security Management:***

- Develops and implements ICT Security, Disaster Recovery and Business Continuity policies and practices;
- Adheres to International ICT Security standards that protect the confidentiality, integrity and availability of critical systems and data;
- Identifies the threat and associated vulnerabilities of ICT operations and implements cost-effective counter measures to mitigate the risks.

#### ***Financial Management:***

- Ensures the timely preparation and submission of the Annual Budget for the Unit according to the Government of Jamaica (GoJ) and the Ministry's stipulations;
- Manages utilization of financial resources including timing of resource allocation. Oversees and reviews contracts and purchase proposals;
- Establishes and adheres to Budgets for the activities of the Unit as required;
- Manages outsourced areas of technology and strives to reduce costs and/or improve operations or service. When necessary, identifies, negotiates and manages vendor relationships.

**Project Management:**

- Manages all projects that falls within the scope of the Unit, while ensuring that their time lines synchronize with the various users' requirements;
- Provides technical expertise for guiding Business Process Re-engineering and Change Management;
- Practices, promotes and encourages open communication between users and ICT staff;
- Ensures that all system development efforts are completed within project scope and budget and that best practices are adopted while ensuring minimum disruption to critical business services;
- Identifies user needs and builds Management Information System teams to work with all levels of the Organization.

**Technical Management:**

- Ensures that projects and programmes are implemented on sound infrastructure and that international standards for Information Technology Systems are met;
- Advocates regarding the role of Information and Communication Technologies in fulfilling the Mission and Vision of the Ministry.
- Ensures that sound technical policy advice is given, in keeping with the wider Public Service;
- Develops, implements and/or modifies existing information processing systems;
- Ensures the needs of the external Agencies are addressed with the same urgency and quality of service;
- Explores new technologies for future planning and potential implementation, interfacing with the Industry on Information Management and ICT matters.

**Human Resource Management:**

- Manages the Human Resources assigned to the Unit in accordance with best practices and in particular, must be competent in recruitment of technical staff;
- Ensures that the Performance Management and Appraisal System (PMAS) is operated and that staff are given effective and timely feedback;
- Develops and monitors Job Descriptions and Work Plans for members of staff.

**Technical Procurement:**

- Participates in the procurement of ICT equipment on behalf of the Ministry in accordance with the requirements of GoJ procurement guidelines;
- Ensures that equipment procured meets GOJ's and international standards, can interface with and is compatible with existing equipment within the Government;
- Performs any other duties and responsibilities as determined by the Corporate and Strategic Planner, Principal Director or Permanent Secretary, from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent Oral and Written Communication skills
- Managing partners
- Excellent Planning and Organizing skills
- Excellent Management and Leadership skills
- Excellent Interpersonal skills
- Methodical
- Ability to work on own initiative

**Technical:**

- Knowledge of Current technological trends
- Ability to comprehend complex Information Technology issues
- Ability to translate technical language to lay audiences
- Knowledge of GoJ's guidelines for the procurement of ICT equipment and/or services
- Knowledge of Database Architecture, Information Systems development and implementation
- Knowledge of wide area and local area networking
- Knowledge of business process re-engineering
- Knowledge of GoJ's information systems requirements, policies and procedures
- Knowledge of Security technologies, processes and controls

**Minimum Required Qualification and Experience**

- Postgraduate Degree in Management Information Systems, with Diploma in Public Sector Management or other related Management course;
  - Five (5) years' experience in a managerial position within an Information Systems Project or Department;
- or**
- Undergraduate Degree in Computer Science, Information Systems or any related discipline, with a Post Graduate Diploma in Public Sector Management;
  - Eight (8) years' experience in a managerial position, within an Information Systems Project or Department.

**Special Condition Associated with the Job**

- Required to travel locally.

Applications accompanied by résumés should be submitted **no later than Tuesday, 12<sup>th</sup> February, 2019 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.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**