



Office of the Services Commissions

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16th September, 2026

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/be assigned to the following posts in the **Houses of Parliament**:

1. **Senior Director, Information Communication Technology (MIS/IT 8) (New Post)**, salary \$7,716,512 per annum.
2. **Chief Internal Auditor (FMG/AS 4) (Vacant)**, salary: \$6,333,301 per annum.
3. **IT Security Officer (MIS/IT 5) (New Post)**, salary: \$4,266,270 per annum.

1. Senior Director, Information Communication Technology (MIS/IT 8)

Job Purpose

Under the general direction of the Clerk to the Houses, the Senior Director, ICT is responsible for providing the Parliament with the necessary technology strategies and infrastructure to support the implementation of the business processes being pursued to improve efficiencies, effectiveness and staff productivity. The Director, ICT is also responsible for ensuring that there is an organisation wide adaptation of a risk mitigation plan to ensure business continuity of the ICT infrastructure.

Key Responsibilities

Technical

- Leads the delivery of high-quality ICT services across the Organization, to provide optimal levels of support for the Parliament's key operational requirements;
- Oversees the development, implementation, evaluation and reporting of the Parliament's ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the organization;
- Drives the development of standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end- users;
- Leads the development and implementation of all ICT policies and procedures, including those for architecture, security, disaster recovery, ICT reliability, standards, ICT purchasing, and service provision;
- Identifies and defines specific ICT business requirements in collaboration with Directors, Managers, users across the Organisation and third-party stakeholders to inform the development of tailored ICT solutions;
- Oversees systems development and enhancement and the integration of new systems within existing systems;
- Drives the implementation and delivery of new systems, technologies and services to deliver innovative and flexible ICT solutions that achieve business requirements;
- Leads the deployment, monitoring, maintenance, development, upgrade, and support of all ICT systems, including servers, computers, operating systems, telephones, software applications, and peripherals;
- Drives ongoing analysis and review of ICT service delivery to identify opportunities to improve and enhance the services for the Organisation;
- Negotiates and administers vendors, outsourcer, and consultant contracts and service agreements;
- Provides expertise and support during systems upgrades, installations, conversions and file maintenance;
- Ensures the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades;
- Oversees provision of end-user services, including service/help desk and technical support services;

- Leads the development of the ICT staff to meet the changing needs of users, groups and offices; new projects and technologies; and varying staff strengths;
- Keeps current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements;
- Communicates regularly with executive management and all users of ICT services and systems;
- Reviews and approves training modules aimed at strengthening the ICT processes within the Parliament and all the umbrella offices that fall under the Organisation;
- Develops mechanisms to manage reform and change, by implementing change management processes that clarify the purpose and benefits of continuous improvements;
- Provides expert advice, briefings and support to the Clerk to the Houses on all matters relating to strategic management.

Human Resource

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the ICT Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Management/Administrative

- Oversees the development of ICT's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to the Clerk to the Houses and other relevant stakeholders;
- Recommends participation of divisional representatives at all relevant meetings, conferences, seminars and workshops;
- Attends Committee Meetings and executes directives, as necessary;
- Represents the Clerk to the Houses at meetings, conferences, workshops and seminars;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills

Technical

- Expert knowledge of ICT systems analysis and design
- Sound knowledge of systems networking, hardware engineering and database management
- Sound knowledge of standards and procedures in the development and implementation of ICT systems
- Sound knowledge of the local and international ICT systems environment, including standards, practices and trends
- Sound knowledge of project management principles and practices
- Good understanding of Project Management principles and lifecycle
- Sound experience of resource planning against the prioritized portfolio of projects
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Ability to manage a range of project types and complex business initiatives and change programmes

- Ability to monitor and report on project budgets across the portfolio at stakeholder and sponsor levels
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements

Minimum Required Qualification and Experience

- Master's Degree in Computer Science, ICT, Management Information Systems, Business Administration or a related discipline
- Advanced Training in Leadership
- Six (6) years related experience, with at least four (4) years in a senior management capacity in an ICT environment

OR

- Bachelor's Degree in Computer Science, ICT, Management Information Systems or a related discipline
- Advanced Training in Leadership
- Eight (8) years related experience, with at least six (6) years in a senior management capacity in a strategic management environment

2. Chief Internal Auditor (FMG/AS 4)

Job Purpose

Under the direct supervision of the Clerk to the Houses, the incumbent participates in the planning, directing, controlling and monitoring of the operations of the Houses of Parliament. The incumbent also ensures that the adequacy and efficiency of internal policies and procedures are adhered to and that internal controls are maintained.

Key Responsibilities

Technical/Professional

- Provides guidance or advice to the Clerk to the Houses on internal audit matters;
- Conducts risk assessment to determine audit areas;
- Prepares audit programmes for the examination and assessment of the audit area;
- Conducts internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures;
- Undertakes reviews with senior managers on any auditing issues or queries;
- Undertakes reviews working papers for all audits conducted at the Houses of Parliament;
- Prepares interim audit reports, when necessary;
- Prepares audit reports stating the strengths and weaknesses, implications thereof and makes recommendations where necessary and submits them to the Clerk to the Houses;
- Discusses audit findings and provide advice and updates on auditing systems to the Clerk to the Houses and Senior Management Team;
- Follows-up with Branch Heads regarding audit report, ensuring that procedures and policies are adhered to;
- Liaises with external Auditors from the Ministry of Finance and the Public Service and the Auditor General's Department, where necessary, on issues of new policy guidelines;
- Ensures that all audit files are kept in a safe and secure environment;
- Attends Senior Management Meetings;
- Ensures the compliance by the Department with International Auditing Standards.

Management/Administrative

- Participates in the Department's strategic planning process and assists with the preparation of other Units' Operational Plans and budgetary process;
- Represents the Department at audit meetings and any other functions;
- Develops Work Plans.

Human Resource

- Participates in the recruitment of staff for the Finance and Accounts Unit;
- Ensures that staff members are aware of and adhere to the policies, procedures and regulations as set out in the Financial Administration and Audit Act (FAA Act), Financial Regulations, Financial Instructions and any amendments to these Acts and other relevant documents/circulars;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core Competencies

- Excellent knowledge of Financial Management and Accounting principles and practices
- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and Instructions
- Good time management skills
- Proficiency in the use of relevant computer applications
- Excellent problem-solving and analytical skills
- High level of self-motivation, determination and confidence

Functional/Technical

- Sound knowledge of Government Accounting practices
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Excellent leadership skills and team building skills
- Must be able to work under pressure and meet deadlines
- Excellent planning and organising skills
- Ability to work on own initiative
- Comprehensive knowledge of Government Treasury Management System and Single Treasury Accounts

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Management Studies/Business Administration, Economics or;
- ACCA Fundamentals or equivalent;
- Over five (5) years auditing experience and relevant experience in the specialized area
- Successful completion of relevant government auditing courses and Professional Audit Training would be an asset.

3. IT Security Officer (MIS/IT 5)

Job Purpose

Under the direction of the Director, Information Technology (IT), the Information Technology Security Officer will manage and maintain the Houses of Parliament's IT Networks and Systems, and Internet Service Provider, and will manage access to information and assist with responding to incidents when networking and systems expertise are needed. The incumbent will also maintain the security of all the networks and systems of the Houses of Parliament and participate in the effective planning, development and implementation of policy related to the protection of the Government of Jamaica's (GoJ) Information Technology (IT) infrastructure as well as other national Critical IT Infrastructures. The Information Technology Security Officer is also expected to provide technical response and investigation capabilities for the Houses of Parliament.

Key Responsibilities

Management/Administrative

- Plans, executes, assesses and monitors all tasks assigned;
- Produces periodic or ad-hoc reports of high quality for every incident, security threat and vulnerability. Implements cyber security strategies and policies;
- Provides technical advice in support of the Government of Jamaica (GoJ) cyber security policy, strategy, guidelines, standards and best practices;
- Assists with the development of standard operating procedures for handling future types of cyber incidents by GoJ Ministries, Departments and Agencies (MDAs) such as guidelines and protocols for the conduct of GoJ's staff;
- Keeps abreast of evolving cyber threats and utilizing skill and knowledge to identify new and more sophisticated approaches to detecting threats;
- Assists with ensuring compliance with GoJ cyber security guidelines, standards and requirements;
- Contributes to the preparation of the Budget and Operational Plan for the ICT Branch.

Technical/Professional

- Provides technical expertise to support the effective functioning of the Houses of Parliament;
- Assists with the identification of the sources of external incidents and proposes controls to minimize risk;
- Responds to and investigates computer security incidents using appropriate analysis tools;
- Produces security advisories that cater for specific targeted audiences;
- Develops security alerts and bulletins;
- Assists with conducting risk assessment and security analysis on the reported incidents;
- Responds and provides support to the Houses of Parliament;
- Conducts knowledge sharing sessions among other technical personnel, on lessons learnt or new findings;
- Analyses logs and other digital content of systems;
- Manages file servers;
- Maintains up-to-date baselines for the secure configuration and operations of all in-place devices;
- Monitors all in-place security solutions for the Houses of Parliament, for efficient and optimal operations;
- Attends staff/Branch/Divisional meetings as required;
- Performs any other related duties assigned from time to time.

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

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Interpersonal skills
- Compliance
- Integrity
- Change management
- Adaptability

Technical:

- Use of technology (relevant computer applications such as Microsoft Office suite)
- Managing external relationships
- Strategic vision
- Problem solving and decision making
- Analytical thinking
- Goal/result oriented
- Planning and organizing
- Methodical
- Impact and Influence
- Possess high degree of interest in ICT security related areas
- Sound knowledge of computer hardware
- Knowledge of at least 2 operating systems (UNIX and Windows)
- Knowledge of security risks, threats and vulnerabilities
- Excellent knowledge of risk assessments
- Excellent knowledge of cryptographic technologies
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Sound knowledge of the general operations of the machinery of government
- Ability to manage limited resources in order to achieve challenging output targets
- Good records management skills
- Project management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology/Computer Science/Information Communication Technology/Engineering – Electronics, Telecommunications/any relevant area from a recognized tertiary institution; **plus** at least five (5) years working experience in a relevant IT field and in Systems Administration
- Professional certification/training in any related field such as Cyber Security and Cyber Security Incident Response, Certified Information Systems Security Professional (CISSP)/Certified Intrusion Analyst (GCIA) /GCFA (Certified Forensic Analyst)/Certified Ethical Hacker (CEH)/Computer Hacking Forensic Investigator (CHFI) is an added advantage;
- At least one (1) year experience working in the field of cyber security would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 29th September, 2026 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: hrrecruitment@japarliament.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.



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