



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant** post of **Director, Information and Communications Technology (MIS/IT 7)** in the **Information and Communications Technology Branch – Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$6,333,301 - \$8,517,586 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will be responsible for overseeing Information and Communication Technology activities in the Ministry. The role will also formulate, develop and implement Information Communication Technology (ICT) policies, plans and strategies to guide the Ministry in achieving its long- & short-term goals and objectives.

Key Responsibilities

Management/Administrative Responsibilities

- Reviews the Ministry's ICT policies and procedures in accordance with industry standards.
- Participates in the organization's 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/Professional Responsibilities

- Develops, implements, and maintains policies to guide and inform the use of ICT in the Ministry.
- Map the business processes of the Ministry and put 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.
- Plan the virtualization of the operating environment to increase productivity and reduce cost.
- Establish on-going systems analysis, identify areas of improvement and directs new system development.
- Provide technical expertise to the Ministry and portfolio entities to provide for adequate ICT services to these entities and to chart the course for the integration of these 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 maintain 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.
- Develop 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 opensource platforms to reduce IT Costs
- Recommends changes to ICT polices based on new internal and external demands

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions when necessary.
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching.
- Facilitates the welfare and development of Staff in the Branch.
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment.
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

Required Knowledge, Skills and Competencies

Core

- Written and oral communications skills.
- Leadership
- Interpersonal skills
- Problem solving skills
- Initiative
- Teamwork and Cooperation skills

Technical

- Sound knowledge of networking technologies and software development principles.
- Knowledge of international standards and best practice in ICT policy development and implementation.
- Ability to direct and coordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications.
- Knowledge of data security systems disaster recovery procedures.
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business applications.
- Knowledge of GoJ procurement process
- Ability to communicate with and understand the requirements of professional staff in their area of specialization.
- Knowledge of current ICT developments/trends

Minimum Required Education and Experience

- Masters Degree in an ICT discipline with relevant managerial experience
- Three (3) years of experience in related field.
- Project Management training would be an asset.
- Certification in Cisco Network Administration would be an asset.
- Certification in Microsoft System Engineering would be an asset

OR

- Bachelor Degree in ICT Discipline with relevant managerial experience
- Six (6) years of experience in a related field
- Project Management training would be an asset.
- Certification in Cisco Network Administration would be an asset.
- Certification in Microsoft System Engineering would be an asset

Applications accompanied by résumés should be submitted **no later than December 16, 2024**
to:

Senior Director, Human Resource Management & 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 shortlisted applicants will be contacted.