

# OFFICE OF THE PRIME MINISTER

## Job Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the position of **Manager, Information Systems (MIS/IT 7) (Vacant)** in the **Information, Communication and Technology (ICT) Unit**. Salary range \$6,333,301 - \$8,517,586 per annum.

### Job Summary

Reporting to the Permanent Secretary, the incumbent is responsible for the development, implementation, and maintenance of an Information Communication and Technology infrastructure and management systems to support the mandate and objectives of the Office of the Prime Minister (OPM).

### Key Responsibilities

- Provides technical advice/guidance to the Permanent Secretary, Chief Technical Director, Directors, Senior Managers of the Office of the Prime Minister and other key stakeholders on matters relating to Information, Communication & Technology;
- Develops and monitors the implementation of the Unit's Corporate and Operational Plans;
- Prepares and manages the Unit's annual budget and makes adjustments where necessary to avoid overruns or underutilization;
- Manages the resources of the Unit to ensure optimal utilization, cost efficiency and value-added;
- Coordinates the procurement of IT equipment and related materials;
- Keeps abreast of trends and development in Information Technology and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Ministry;
- Develops and implements technical standards for the design, development, and maintenance of software, applications and information systems and ensures standardization of software, operating systems and networking environment;
- Develops and implements programme including a disaster recovery plan for the physical and electronic security of the Ministry's equipment, software and data;
- Develops and implements policies to guide the access and utilization of information systems such as email, internet, intranet and other relevant systems;
- Ensures the Ministry is fully compliant with copyright requirements for all software;
- Establishes and oversees the implementation of an Information Technology Help Desk to ensure timely response to end users' problems minimizing downtime and disruption in work;
- In collaboration with Human Resources Development and Management Division, develops and implements a succession planning programme to ensure continuity of skills and competencies in the Unit, personal development and career advancement of employees;
- Manages the welfare and development of staff in the Unit through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Plans and implements IT training programmes to improve IT competence of all Ministry personnel;
- Ensures the maintenance of systems users/groups access control lists and monitors fault tolerance requirements of network communications equipment to ensure maximum uptime;
- Establishes and maintains systems/programmes to foster a culture of "service and team work" within the Unit;
- Represents the Office of the Prime Minister at meetings, conferences and other functions as directed;
- Reviews hardware and software acquisition and maintenance contracts and pursues master agreements to capitalize on economies of scale.

### **Required Knowledge/Skills/Competencies**

- Excellent leadership and team building skills;
- Well-developed human resource skills;
- Excellent communication, report writing, and presentation skills;
- Highly developed analytical and problem solving skills;
- Proven knowledge in systems design and development from business requirements analysis through the day-to-day management;
- Working Knowledge of Microsoft network operating systems and local and wide area networks;
- Working Knowledge of database management systems.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- Sound personal and professional integrity, reflecting high ethical and moral values.

### **Minimum Required Qualification and Experience**

- Master's Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from a recognized tertiary institution, **plus** Minimum of three (3) years' managerial experience working in the ICT Industry.

**OR**

- Bachelor's Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from a recognized tertiary institution, **plus** Minimum of five (5) years' managerial experience working in the ICT Industry.
- Training in Management

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

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10.

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the Office of the Prime Minister's website [www.opm.gov.jm](http://www.opm.gov.jm).

We thank you all for responding, however, **please note that only shortlisted applicants will be contacted.**