



Houses of Parliament

Jamaica

81 Duke Street, Kingston, Jamaica

Tel.: (876) 922-0200 **Fax:** (876) 967-1708

Email: clerk@japarliament.gov.jm

Website: <http://www.japarliament.gov.jm>

SENIOR DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY (ICT) PAY BAND 11 (MIS/IT 8) (new)

Applications are invited from suitably qualified persons for the post of **Senior Director, Information Communication Technology (ICT) Pay Band 11 (MIS/IT 8) (new)** at the Houses of Parliament. The salary range is from \$7,716,512- \$10,377,851 per annum.

SCOPE OF DUTIES

Under the general direction of the Clerk to the Houses, the 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.

MAIN DUTIES AND RESPONSIBILITIES

Technical/Professional Responsibilities

- Leads the delivery of high quality ICT services across the organisation 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 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 vendor, 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 organization.
- 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 Responsibilities

- 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 Responsibilities

- Oversees the development of the 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; and
- Represents the Clerk to the Houses at meetings, conferences, workshops and seminars

Other Responsibilities

- Performs all other duties and functions as may be required from time to time

SPECIFIC KNOWLEDGE/SKILLS

- Excellent interpersonal and team management skills
- Excellent 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
- 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 MSProject or other project tool

COMPETENCIES

- 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 QUALIFICATIONS 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

Application accompanied by resume should be submitted **no later than Friday, November 8, 2024** to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston
Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.