

POSITION VACANT

Applications are invited for the post of Director, Information & Technology Information & Technology Division

Under the direction of the Director General, the Director, Information and Technology has the responsibility to provide vision, leadership, and management for all information technology systems and related operations and initiatives of the Institute. The incumbent analyzes the needs of all Divisions and determines ways to meet business objectives by leading the IT staff in modifying existing or developing new information processing systems and specifying, selecting, purchasing, and installing hardware and software to meet the diverse needs of users. The incumbent also ensures security of systems and data.

Qualifications & Experience Required

- Master's degree in Computer Science, Information Technology, Management of Information Systems or equivalent preferred.
- Minimum of ten (10) years experience in information technology five (5) of which should be in a managerial position within a large Information Systems Department
- Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Administrator (CCNA) or similar level of enterprise scale certification would be an advantage
- Project Management Experience, including software development would be an asset
- Proficiency in the use of statistical software such as SPSS or SAS would be an asset

Requisite Competencies

STATIN – CORE COMPETENCIES	STATIN – MANAGERIAL COMPETENCIES	FUNCTIONAL COMPETENCIES [Job]
<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent organizational knowledge • Excellent interpersonal skills • Excellent teamwork and cooperation skills • Demonstrated high level of integrity • Demonstrated customer and quality focus • Proficient in the use of technology 	<ul style="list-style-type: none"> • Excellent leadership skills • Excellent Strategic planning skills • Excellent people management skills • Demonstrated effectiveness in managing external relationships 	<p>Professional Information Technology Knowledge <i>Extensive Knowledge of:</i></p> <ul style="list-style-type: none"> ▪ Systems Development - Including systems analysis, design, coding, testing, implementation, and maintenance ▪ Web-Based Technologies - Including HTML, XHTML, XML, JScript, C# .NET, PHP, VB.Net and ASP.NET ▪ Software Applications - Programming languages, operating systems or utility programmes used by the Institute for e.g. Microsoft SQL Server, Visual Studio • Website Design and Development – Composition, page layout, art and office/web software packages such as Dreamweaver, Visual Studio, Flash and Photoshop • Proficiency in the Management of Information Systems • Proficiency in Information Security and Risk Management • Working knowledge of Windows Client Server environment, LAN, WAN, Telecom, Wireless Technologies

Summary of Duties

- Plans and directs the development and implementation of the work programme of the Information and Technology Division.
- Provides technical guidance and supervision to the professional and support staff in execution of the Division's work programme.
- Ensures information technology systems, operations and initiatives are developed and maintained in compliance with national and international standards, protocols, license agreements and confidentiality guidelines.
- Directs the deployment, monitoring, maintenance, development, upgrade, and support of all IT infrastructure systems, including servers, PCs, operating systems, telephones, software applications, and peripherals.
- Provides expertise and support during systems upgrades, installations, conversions and file maintenance.
- Oversees systems development and enhancement and the integration of new systems with existing system
- Directs the management of servers, security solutions, network hardware and equipment.
- Collaborates with other Directors and subject matter experts to design and implement data processing systems for all censuses and sample surveys undertaken by the Institute.
- Develops standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users including system and user manuals.
- Oversees the provision of end-user services, including help desk and technical support services.
- Develops and implements all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Negotiates and administers vendor and consultant contracts and service agreements.
- Consults with other Directors and users of information technology systems and services to ensure that they continue meet their evolving needs.
- Monitors the Division's adherence to the Institute's established quality assessment and assurance framework including, the systematic, documentation of Information Technology processes, methodologies and all systems modifications and upgrades.
- Monitors and reviews the format and content of all information system reports produced in the Division to ensure that they meet defined objectives and standards of technical quality.
- Keeps abreast with the latest technologies and determines what new technology solutions and implementations will meet the Institute's business and system requirements and applies recommendations and best practices as necessary.

Applications should be submitted by **Monday, January 25, 2021** to:

**The Human Resource Manager
Statistical Institute of Jamaica
7 Cecelio Avenue
Kingston 10.**

Or h-r@statinja.gov.jm

N.B. Only short-listed candidates will be contacted.



Statistical Institute of Jamaica