JOB TITLE:	Director, ICT
JOB GRADE:	(to be determined)
POST NUMBER:	
DIVISION/BRANCH:	
SECTION/UNIT:	ICT
REPORTS TO:	Vice-Principal Administration
MANAGES:	Network Administrator , Systems Administrator , Application Development Specialist User Support Services

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____   --------------------------------
Employee   Date

_____   ------------------------------------
Manager/Supervisor   Date

_____   ------------------------------------
Head of Department/Division   Date

_____   ------------------------------------
Date received in Human Resource Division   Date Created/revised

Strategic Objectives of the VTDI:

Job Purpose

Under the general supervision of the Vice-Principal Administration, the Director ICT is responsible for the leadership and coordination of the information technology services, strategies, resource and support to the VTDI objectives. The incumbent will provide oversight to the management of the VTDI's computer software systems, servers and networks and for IT instructional and operational support activities.

Key Outputs:

- Annual Operational plan & Budget prepared
- Long, medium and short term information technology strategies formulated and implemented
- Appropriate information technology resources/solutions sourced, procured, deployed and maintained
- The Integrity, availability, security and reliability of the Ministry's information, data, databases, computers, computing peripherals and cabling infrastructure safeguarded
- The design, development, and implementation of new applications and the maintenance of installed business systems overseen
- The performance of information technology projects and solutions monitored and supported
- Guidance/advice on information technology developments and policy recommendations re the deployment of computing resources and use of information provided
- Expenditures monitored
- Required human resource activities undertaken
- Risk assessment, disaster recovery, and business continuity formulated and implemented
- Standard operating procedures, service level agreements, data usage and security policies formulated and implemented

Key Responsibility Areas:

Technical / Professional Responsibilities

- Leads the formulation and implementation of long, medium and short term information technology strategies to support the VTDI' objectives.

- Sources, procures and deploys appropriate information technology resources/solutions, including hardware, software and services, to satisfy the needs of the VTDI.

- Safeguards the integrity, availability, security and reliability of the VTDI's information, data, databases, computers, computing peripherals and cabling infrastructure by:

  - setting clear systems performance measures and monitoring performance

  - ensuring that established system controls and security procedures are effective and adhere to world class standards

  - identifying threats and associated vulnerabilities on an on-going basis, and implementing cost effective measures to mitigate the risks.

  - ensuring maintenance of an appropriate disaster recovery and business continuity plan

- Oversees, to ensure efficiency and effectiveness, the design, development, and implementation of new applications and the maintenance of installed business systems in order to facilitate greater staff and student productivity.

- Monitors and supports the performance of information technology projects and solutions for the VTDI, through a predefined quality assurance process, to allow for the availability of prompt, flexible and efficient information system services to users. This includes:

  - ensuring that appropriate processes, procedures, databases and development tools are in place to support the projects

  - ensuring that projects are implemented on sound infrastructure and in keeping with international standards for large information technology systems, while ensuring minimum disruption to critical business services.

  - ensuring that all requirements and timelines are met

- Provides Principal with guidance/advice on information technology developments and recommends broad policies in respect of the deployment of computing resources and the use of information within the VTDI.

Management/Administrative Responsibilities

- Participates in the preparation of the VTDI's action plans;

- Prepares the ICT Section annual budget and monitors the allocation and expenditure of funds.

- Prepares management reports on activities undertaken by the Section.

- Keeps abreast of internal and external factors which are likely to impede the achievement of planned targets and recommends appropriate action to the to the President;

- Recommends corrective action to the President where targets have not been achieved

- Formulates and/or recommends and implements policies, procedures and standards for the efficient development, implementation, management and utilization of the VTDI's business systems and information systems resources

- Represents the VTDI at meetings.

- Attends management meetings as required.

HR Responsibilities

- Develops and manages the performance of the Section and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;

- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated;

- Participates in the recruitment and selection of staff and recommends movement when appropriate;

- Recommends vacation leave and approves sick and departmental leave for staff in the Section and participates in the administration of staff benefits in keeping with established human resource policies.

- Recommends/administers disciplinary action in keeping with established human resource policies.

- Conducts monthly and other ad hoc staff meetings as required.

- Ensures that staff adheres to the policies and procedures of the VTDI.

- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Collaborates with the Corporate Services Division in developing and implementing a succession-planning programme to ensure continuity of skills and competencies in the Secction and personal development and career advancement of employees.
- Fosters teamwork, a harmonious working environment, and promotes collaborative working relations.
- Conducts performance appraisals of staff supervised for the required purpose and at required intervals.

Other

- Performs other related functions assigned from time to time by the President.

Performance Standards:

- Devised long, medium and short term information technology strategies are realistic, comprehensive and relevant
- Acquired information technology resources/solutions meet the VTDI's needs
- The integrity, availability, security and reliability of the Ministry's computerized information and assets are effectively maintained
- Oversight of the design, development, and implementation of new applications and the maintenance of installed business systems is effective
- The performance of information technology projects and solutions is effectively monitored and supported
- Guidance/advice on information technology developments and policy recommendations re the deployment of computing resources and use of information are sound and timely
- Inputs made to the Institution corporate and action plans are impactful
- The prepared annual budget is realistic and timely and expenditures are effectively controlled
- The performance of the Section and its staff is developed and managed effectively so that established objectives/targets can be achieved
- All required human resource activities are undertaken and the associated policies, procedures and deadlines observed
- Harmonious relations are maintained with internal and external contacts
- Integrity, confidentiality and professionalism are preserved

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Corporate Services Division	Discussing and resolving human resource management issues
Senior Director ICT MOEY	Obtaining assistance in regards to ICT issues
Staff members	Providing advice, information and other assistance re ICT matters

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
ICT Professionals	Obtaining assistance in regards to ICT issues
ICT Hardware/Software and Services Providers	Procuring software and hardware products/services and resolving issues concerning those acquisitions

Required Competencies:

Core

- Sound leadership, decision-making and problem solving skills
- Excellent analytical skills and good judgement exercised
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent coaching and human relations skills
- Excellent skills in teambuilding, teamwork and cooperation
- Excellent negotiating skills
- Excellent customer service skill
- Ability to prioritize amongst conflicting demands and make rational decisions based on a sound understanding of the facts in a limited time
- Ability to analyse and interpret financial and other corporate information for decision making

Technical

- Expert knowledge of 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 information systems
- Sound knowledge of the local and international information systems environment, including standards, practices and trends
- Sound knowledge of the Ministry's existing information systems infrastructure
- Sound knowledge of project management principles and practices
- Good knowledge of information systems strategic planning
- A good understanding of the Jamaican education system
- Knowledge of Government procurement procedures
- Knowledge of the Financial Administration and Audit Act

Minimum Required Education and Experience

- Bachelor's Degree in Management Information Systems, Computer Science or equivalent qualifications
- Professional certification in relevant information technology areas from a recognized institution
- Diploma in Public Sector Management or related area
- Five (5) years 'experience in the management of enterprise-wide information systems in a large organization

Authority To:

- recommend and enforce IT policies and procedures
- source, procure and deploy required IT resources for the VTDI
- approve expenditure within the allotted budgetary limits
- establish work schedules for and delegate work to subordinate staff
- recommend the hiring or termination of supervised staff in accordance with the VTDI's human resource policies and procedures

Specific Conditions Associated with the Job

- May frequently be required to work overtime and on weekends and public holidays

- Required to travel locally and overseas to attend conferences, seminars and meetings

- Required to possess a valid Driver's Licence and a reliable motor vehicle

Validation of Job Description

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