**DIRECTOR: INFORMATION TECHNOLOGY**

**Director, Information Technology (MIS/IT 7)** in the **Post and** **Telecommunications Department,** salary range $2,401,547–$2,854,685 per annum and anyallowance(s) attached to the post.

**Job Purpose**

Under the direction of the Senior Director, Human Resource Management and Administration, the incumbent will be responsible for managing and co-ordinating the functions of the Information Technology, Unit based on the Organization’s Strategic Goals and Objectives, while ensuring that the Department’s needs are effectively served while keeping pace with technology.

**Key Responsibilities**

* Co-ordinates the ongoing analysis of the data and information needs of the Department and prepares Strategic Plans to ensure that the Information Systems are adequate to support postal operations;
* Ensures efficient development, implementation and maintenance of Computerize Management Information and Network Systems;
* Undertakes responsibility for preparing the Department for advances in technology;
* Works with local and external consultants and contractors to provide Information Technology services to the Department;
* Liaises with Public and Private Sector Agencies on matters related to Information Technology;
* Supervises staff assigned to the Unit;
* Conducts ongoing analysis of the Information Training needs for staff and collaborate with Human Resource Department (HRD) and Director of Personnel in organizing training as required;
* Participates in the recruitment of all data processing staff;
* Prepares Management Reports on activities undertaken by the Unit;
* Prepares the Budget and monitors the allocation and expenditure of funds for the Unit;
* Performs administrative duties relating to the Unit;
* Performs other related duties as directed by the Postmaster General and Senior Director, Human Resource Management and Administration.

**Required Knowledge, Skills and Competencies**

* Strong Interpersonal relationship
* Excellent Oral and Written Communication skills
* Excellent Analytical and Problem Solving skills
* Working knowledge of systems development and implementation
* Strong ethical values
* Working knowledge of Popular computer programming languages such as- PHP, ASP, JAVA, C, C++
* Expert knowledge of LAN and WAN Design and Implementation
* Expertise in systems analysis and design
* Sound knowledge of management principles and practices

**Minimum Required Qualification and Experience**

* Masters Degree in General Management and Computer Science or its equivalent from a recognized tertiary institution;
* Seven (7) years’ experience in the Information Technology field with four (4) years in a managerial position;
* CISCO Certification will be an asset;
* Training in Project Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday,** **13th May, 2019 to:**

**Director, Human Resource Management and Development**

**Post and Telecommunications Department**

**6-10 South Camp Road**

**Central Sorting Office**

**Kingston**

**Email:** **hrunit@jamaicapost.gov.jm**

**Please note that only short listed applicants will be contacted**.