



CAREER OPPORTUNITY

The **Jamaica Information Service (JIS)**, an **Executive Agency**, invites applications from suitably qualified professionals for the following position:

COMPUTER SERVICES MANAGER

(Salary Range: \$6,333,301.00 - \$8,517,585.93 per annum)

Job Scope:

Reporting to the Deputy CEO/Director, Electronic Production Division, the Manager, Computer Services has responsibility for ensuring that production management and office processes are enabled and enhanced through the strategic application of information systems and information technology solutions. The incumbent also manages the work of the Computer Services Department in order to satisfy internal and external customer expectations, through the organisation and production of creative and innovative material for other departments and customers.

Core Functions:

- Conducts quality assurance of all system outputs, especially after improvements and upgrades.
- Consults with Senior Management in order to understand and support the delivery of Government's communications programme, as well as financial and accounting solutions through optimal use of available ICT.
- Designs, develops and improves the system to ensure that JIS takes advantage of every technical facility for information dissemination in the most user-friendly, attractive and practical format, and, where applicable, ensures provision for user search.
- Ensures that the department is adequately resourced in terms of staff, equipment, material and finance, and that all projects and jobs are properly costed in collaboration with the Finance Manager.
- Monitors system performance in liaison with the Systems Administrator and IT Technician/Systems Support Officer and ensures that all computer operational processes, planned maintenance and upgrades are carried out to schedule.
- Ensures that system security measures are always in place and in effect, including password management, physical security of IT equipment (access) and system protection from both physical environment and electronic environment (hackers, viruses, confidentiality of data and information stored on system, etc).
- Provides technical advice to the Deputy CEO/Director, Electronic Production on all portfolio issues.
- Participates in the development of the corporate and operational plans of the Department and monitors the implementation of operational plans to achieve agreed targets.
- Liaises with other departmental managers and attends production meetings in order to achieve synergy in the Government's communications programme.
- Prepares fortnightly and monthly reports for Production and Management Meetings, respectively.
- Participates in the recruitment of staff; recommends promotion, training, transfer or disciplinary action as required. Monitors and evaluates the performance of direct reports.

Minimum Qualifications and Experience:

- Bachelor's Degree in Computer Studies, Systems/Network Engineering or equivalent qualifications.
- At least five (5) years' experience at the managerial level in an IT environment.

Required Competencies:

- Excellent communication and interpersonal skills.
- Excellent team-building and people management skills.
- Strong customer relations skills.
- Good decision-making and problem-solving skills.
- Sound knowledge of IT architectural/infrastructural concepts.
- Knowledge of database management and systems administration.
- Knowledge of data security systems disaster recovery procedures.

Applications along with résumés should be forwarded no later than **Friday, June 6, 2025** to:

**The Director,
Human Resource Management & Development
Jamaica Information Service
58A Half Way Tree Road, Kingston 10
or email: hrmanager@jis.gov.jm**

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.