



CAREER OPPORTUNITY

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

DIRECTOR, INFORMATION COMMUNICATIONS TECHNOLOGY

(Salary Range: \$7,716,512 - \$10,377,851 per annum)

Job Scope:

Reporting to the Chief Executive Officer, the successful applicant will be the Agency's chief information officer responsible for the strategic leadership of the ICT services, providing reliable ICT architecture and infrastructure to enable the efficient delivery of integrated communication and media services for both internal and external clients.

Core Functions:

- Develops the Agency's ICT Strategic Plan, Annual Operations & Business Plan, and Annual Budget.
- Develops and implements ICT policies, procedures, practices, standards, and security measures to ensure effective and consistent information processing.
- Directs all ICT services to support the core services of Television, Radio, Social Media, Editorial, Print, Digital and support functions.
- Designs and leads all ICT Projects to establish an integrated media communications network to meet current and future needs.
- Analyses cost, value and risks of ICT software, hardware, or other system requirements.
- Prepares and submits monthly, quarterly and annual performance reports and projections to the Chief Executive Officer.
- Directs the performance of technical staff by facilitating and tracking project status, identifying problems and issues, allocating appropriate resources and ensuring technical support services are completed on schedule and at the highest level of quality.
- Guides the development of training programmes for staff on email and new equipment and productivity tools; conducts or coordinates training as required.
- Participates in employee recruitment and selection as well as staff engagement, disciplinary and talent management activities.

Minimum Qualifications and Experience:

- Master's Degree in Information Systems/Computer Engineering or equivalent Master's Degree.
- Five (5) years' experience at a Senior Management level.
- Proven experience in redesign and development of ICT systems.
- Expertise in Project implementation and management.

Required Competencies:

- Strategic Management and Business Process Re-engineering skills.
- Sound knowledge of ICT Enterprise Management and Implementation, systems and best practices.
- Excellent leadership and people management skills.
- Must be able to meet multiple deadlines in a fast-paced environment.
- High level of professionalism, integrity and confidentiality.
- Sound judgement and excellent analytical, planning, decision-making and problem-solving skills.
- Excellent communication, interpersonal and customer relations skills.

Applications along with résumés should be forwarded no later than **November 21, 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.