



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) DIRECTOR

JOB SUMMARY:

The incumbent is required to plan, direct and lead the development, operations and maintenance of the ICT resources and infrastructure of a large Ministry/Department, and lead the delivery of its ICT programmes and projects. Duties include developing and implementing the Ministry/Department's ICT policies and ICT strategic plan; leading and directing the ICT Division; designing and executing the change management and stakeholder engagement necessary to support ICT-driven organisational change; developing and executing of the portfolio of ICT projects; preparing and managing of budgets for the Division; and managing and developing of managerial, professional, technical and support staff.

REPORTS TO:

Permanent Secretary or Deputy Permanent Secretary

SUPERVISION GIVEN TO:

Managers, Senior Professionals, Professionals, Technical and Support Staff as required

KEY RESPONSIBILITIES:

- Manages the development of the Ministry/Department's strategy for the governance of information and technology, and the development of its ICT vision, policies, strategic plan and standards in compliance with relevant legislation, best practices, and the Ministry/Department's mission and business plan.
- Coordinates the development of an overarching ICT strategy and policy wherever a common and coordinated approach to ICT deployment is beneficial to the Ministry/Department, its agencies and its key stakeholders.
- Plans, directs and coordinates the ICT programmes of the Ministry/Department and ensures that ICT programmes are managed to provide organisational benefits.
- Directs the development of the Ministry/Department's security policy, standards and procedures, and monitors their application and compliance.
- Analyses the Ministry/Department's demand for ICT services and ensures value for money in the delivery of such services, and makes recommendations to key stakeholders to make the required investments to deliver such services.
- Provides direction and guidance with respect to the Ministry/Department's information systems on the selection, implementation and operation of security and controls.
- Provides direction and guidance with respect to the ICT strategies to maintain the confidentiality, integrity and availability of the Ministry/Department's information systems and when necessary, ensures the restoration of such information systems.
- Provides advice, guidance and recommendations to address the ICT needs of the Ministry/Department.
- Develops budgets, facilitates procurement, negotiations and contracting, monitors expenditure and ensures that all financial targets are met for the ICT projects and ICT operations of the Ministry/Department.
- Manages the available workforce and ICT resources to ensure that the planning, development and delivery of specified ICT services achieve agreed levels of service and data integrity.
- Keeps abreast of new methods and trends in ICT technology and products in order to advance and improve the Ministry/Department's ICT capability.

- Makes recommendations for the Division's staffing to ensure that there are adequate skilled people to meet the planned and defined ICT service delivery.
- Supervises managerial, professional, technical and support staff.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the principles, tools and techniques required for the management and control of ICT within a large government based or business organisation.
- Considerable knowledge of project management tools and techniques.
- Considerable knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Knowledge of business process reengineering.
- Knowledge of relevant financial and procurement processes, rules and regulations.

SKILLS AND ABILITIES:

- Ability to lead multi-disciplinary teams and large groups of technical and professional staff.
- Ability to manage ICT projects
- Ability to think creatively and to implement leading-edge technology solutions.
- Ability to negotiate and manage complex technical ICT contracts.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork and to manage conflict.
- Ability to manage change in the public sector.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public and external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing at a management level in the area of ICT, including at least three (3) years' at the corporate or senior management level involving the development, implementation and operation of major ICT systems and in the management of a large ICT department.
 - Training as evidenced by the possession of a recognized Bachelor's degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering, or a related area.
- OR**
- Minimum of ten (10) years' experience performing at a management level in the area of ICT, including at least three (3) years at the corporate or senior management level involving the development, implementation and operation of major ICT systems and in the management of a large ICT department.
 - Training as evidenced by the possession of a recognized Bachelor's Degree.
 - Certification in the area of ICT.
- OR**
- Minimum of ten (10) years' experience performing at a management level in the area of ICT, including at least three (3) years at the corporate or senior management level involving the development, implementation and operation of major ICT systems and in the management of a large ICT department.
 - Minimum of five years' technical experience in the area of ICT.
 - Training as evidenced by the possession of a two-year Diploma/Certificate in the area of IT from a recognised institution.