



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Systems and Information Technology
JOB GRADE:	MIS/IT 7
DIVISION:	Human Resource Management & Corporate Services
DEPARTMENT:	Systems and Information Technology Unit
REPORTS TO:	
MANAGES:	Help Desk Coordinator, Programme Analyst, Programmer Systems Administrator, Technical Support Services Administrator, Technician and Webmaster

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the general direction of the Director, Human Resource Management and Corporate Services the incumbent will direct the Information Technology and Management Information Systems needs of the Ministry of Health and its Agencies.

KEY OUTPUTS

1. LANS and WANS designed and implemented
2. New equipment purchased
3. Estimates of expenditure prepared
4. MIS strategic plan for the Ministry developed and maintained

KEY RESPONSIBILITY AREAS

1. Manages the systems and information technology branch by:-
 - Determining the strategic direction of the branch and developing operational plans which are consistent with corporate objectives
 - Preparing the annual estimates of expenditure
 - Assigning work to staff
 - Monitoring and authorizing expenditure within the limits of the budget
 - Providing expert guidance to staff
2. Develops and implements the Management Information Systems Strategic Plan for the Ministry of Health in order to facilitate the achievement of the Ministry's objectives.
3. Assesses Ministry of Health's business and technology strategies
4. Coordinates the Ministry of Health's business and technology strategies
5. Develops and implements a coherent and integrated Management Information System in accordance with the needs of the Ministry of Health and its Agencies
6. Recommends and implements the use of new development platforms and hardware systems
7. Develops, implements and maintains a comprehensive personal computer policy which is applicable to all sections.

8. Participates in trouble-shooting system problems.
9. Liaises with user departments accordingly to reduce down time and response times.
10. Ensures that the Ministry of Health's Information Technology Systems are current and relevant.
11. Keeps abreast of technological developments to determine appropriateness and potential applicability to the Ministry of Health by:-
 - Reviewing technical publications and conducting technology review of trends within the computer industry
 - Establishing measurable criteria for evaluating determining the cost/benefit and the advantages of specific technologies
 - Demonstrating the feasibility of implementation of the proposed technology through pilot mode operations.
 - Developing and controlling the implementation of new technology within the environment
12. Prepares and monitors the implementation plan for the introduction of approved technology products/methodologies by:-
 - Determining the impact of proposed technology on current systems, practices and procedures and on the specific health institutions
 - Identifying policy and management issues to be addressed in the implementation
 - Devising and documenting strategies to minimise the impact of the introduction of proposed technology on the organization, such as staffing
 - Preparing implementation plans, identifying key targets, milestones and responsibility
 - Preparing monthly progress reports
13. Designs, recommends and implements LAN & WAN and other communications, including electronic mail, voice mail and other enablers

14. Coordinates the purchase of new equipment, and liaises with computer suppliers accordingly
15. Provides technical advice and guidance on information technology to the Regional Health Authorities
16. Monitors the technology training and staff development needs of the organisation
17. Ensures the development and implementation of a comprehensive maintenance programme for all computer systems
18. Ensures that effective systems are implemented to protect the integrity and security of information
19. Provides user support and maintenance for all user networks and other systems
20. Performs any other related duties as assigned by the Director, Human Resource Management and Corporate Services.

PERFORMANCE STANDARDS

1. Cost effective systems which respond to the information needs of the Ministry are implemented.
2. An effective preventive maintenance systems is developed and implemented.
3. User requirements are speedily and effectively accomplished.
4. Stimulated deadlines are consistently met.
5. There is appropriate and efficient technology usage as it related to FMIS, HRMIS, Maximo and PAS.
6. Confidentiality of information obtained on the job is preserved

REQUIRED COMPETENCIES

Functional/Technical Competencies
Expertise in system analysis and design
Sound knowledge of WWW, HTML and Graphic design
Knowledge of Dynamic Web Applicators (Cold fusion, ASP, Dreamweaver etc)
Sounds knowledge of management principles and paractices

Knowledge of LANs and WANs, network application and maintenance
Good Database Management
Be able to work independently

Core Competencies	Level s
Oral communication skills	3
Written communication	3
Technical skills	3
Analytical skills	3
Planning and organizing	3
Confidentiality	3
Time management	3
Problem solving skills	3
Effective leadership skills	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- B Sc. in Computer Science/M Sc in Information Technology and/or Management Information Systems.
- Specialized training in the set up and maintenance of integrated PC/MIS systems
- A minimum of five (5) years experience in the management of a major system with concentrated efforts in PC driven local area networks and branch network systems

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours, including weekends
- Tight deadlines to restore or set up systems.

AUTHORITY

- Delegates duties and prioritize tasks in respect of staff supervised
- Approves user privileges on the database
- Access all user files on the database

- Recommends the acquisition of the hardware and software for Head Office