1. INFORMATION SYSTEMS MANAGER (MIS/IT6) for the period February 1, 2019 – January 31, 2020 (not a clear vacancy)

**Job Purpose**
Under the general direction of the Director, Technical Services & Network, the Information Systems Manager is responsible for the development, implementation and management of information communications systems and automated business processes to satisfy information needs. The incumbent is also responsible for providing library-related information & communication technology (ICT) services to libraries/information units in the Jamaica Libraries and Information Networks (JAMLIN).

**TECHNICAL/PROFESSIONAL**

1. Develops, documents and implements policies to guide the access, authorization and utilization of information systems
2. Develops and manages the ICT Business Continuity Plan including backup and restoration of the Library’s digital resources and
3. Develops and implements network-wide security systems and strategies to protect the integrity and security of IT Infrastructure
4. Develops and implements technical standards for the design, development, and maintenance of ICT resources
5. Coordinates the installation, integration, configuration, upgrade, maintenance and training for the Library Management Systems (LMS) to clients.
6. Designs, develops and implements a comprehensive disaster recovery plan and strategies
7. Manages the ICT resources to ensure optimal utilization, cost efficiency and value-added services
8. Designs, implements and monitors information systems in support of Library’s business processes.
9. Develops and coordinates the delivery of ICT related training for the Library’s staff.
10. Recommends new ICT technologies and services to improve and optimize the library’s network systems;
11. Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
12. Keeps abreast of IT trends and developments and recommends solutions, to increase adoption and productivity.

**Management/Administrative**

1. Efficiently manage the operations of the Department
2. Participates in the development of systems and procedures for the management of library processes and materials
3. Represents the Library’s technical interest at meetings, conferences and other functions
4. Develop, implement, monitor and report on departmental operational plans and budgets.

**Human Resource Responsibilities**

1. Leads, prioritizes and supervises the operations of the department for the effective and efficient management of inputs, processes and resources
2. Participates in the recruitment and induction of staff;
3. Establishes employee performance targets and motivates staff towards optimum performance;
4. Manages the welfare and development of staff through the preparation of performance appraisals and recommendations for required training and development programmes
5. Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
6. Identifies skills/competencies gaps and collaborates with the Director HRM to develop and implement staff development and Succession Plans for the Unit to ensure adequate staff capacity;
7. Conducts periodical reviews of supervisees in accordance with the Work Plan;
8. Completes final performance assessments and recommends appropriate training and development programmes as necessary;
9. Recommends/administers disciplinary action in keeping with established human resource policies.
10. Ensures that staff is aware of and adheres to the Library’s policies, procedures and regulations of the GOJ.

**Required Skills/Competencies**

1. Excellent oral and written communication skills, especially in terms of interaction with professional colleagues and non-technical users/clients.
2. Keen commitment to providing superb customer service.
3. Maintains up-to-date knowledge of standard languages, coding methods and operations requirements.
4. Knowledge and expertise to design, develop and implement LAN and WAN solutions
5. Ability to install and configure Windows Server Management and Administration
6. Knowledge to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
7. Expert knowledge of Microsoft office 365 configuration
8. Expert knowledge of networking services/protocol such as TCP/IP, DNS, DHCP
9. Expert knowledge of Cisco networking devices
10. Expert knowledge of virtualization
11. Working knowledge of:
   a. UNIX/LINUX and Windows operating environments.
   b. DBMS, preferably IBM DB2 & MS/SQL.
12. Excellent planning & organizing skills
13. Excellent analytical, problem solving and decision making skills
14. Strong leadership & people management skills

**QUALIFICATIONS AND EXPERIENCE**

- A Bachelor’s Degree in Computer Science/Information Technology or the equivalent professional qualification.
- At least five (5) years’ experience in computer networking with systems analysis
- Training in administrative principles and techniques of management
- Training in project management would be an asset

**Salary Scale:** $1,882,999 - $2,238,294 + motor vehicle allowance $813,564 p.a.

**Successful candidate should:**
- be available to work outside of normal working hours to include Saturday
- possess a valid driver’s licence and operate a reliable motor vehicle

Interested persons may submit applications no later than **February 21, 2019** to:
Director HRM & Administration
National Library of Jamaica
12 East Street
Kingston. Email: nljhrm@cwjamaica.com

We appreciate all responses, however only shortlisted candidates will be contacted