



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

Director, Information Systems & Technology (LEVEL 10)

Salary \$6,333,301.00 per annum

Job Purpose

To oversee the activities of all areas of Information Systems and Technology in the Authority. Formulate, develop, and implement Information Systems Technology (IST) policies, plans and strategies to guide the Authority in achieving its goals and objectives both in the long and short term.

KEY OUTPUTS

- IST individual work plans, policies, operational plans, and strategies developed and documented.
- Robust IST infrastructure and technologies procured/developed.
- Risk Management policies developed and implemented.
- Technical advice provided.
- Secure, reliable, and efficient computer network maintained.
- IST policies, standards, guidelines, and procedural documents developed.
- Integrated computer information systems implemented.
- Strategic/Operational plan and budget developed.
- System for inventory, maintenance and tracking of equipment and parts developed.
- Training sessions conducted and managed.
- IT Projects monitored.
- Staff appraisals conducted.
- Technical Advice provided.

KEY RESPONSIBILITY AREAS

Management/Administrative

- Reviews the Authority's IST policies and procedures in accordance with industry standards.
- Participates in the organisation's strategic planning process – prepares and monitors the corporate and operational plan and budget ensuring the work of the Division is carried out according to plan and agreed targets.
- Participate as a member of the management team in planning, problem resolution, and reviewing the performance of functional areas.
- Provides guidance to the Chief Executive Officer on matters relating to IST.
- Represents the organisation at meetings, conferences, and other functions.
- Prepares Annual/Quarterly/Monthly and other reports as required.

Technical/ Professional Responsibilities

- Develops, implements, and maintains policies to guide and inform the use of IST in the Authority across all locations.
- Map the business processes of the Authority and put in place new systems to improve productivity and efficiency.
- Facilitates the development of a robust and resilient IST infrastructure through proper planning, forecasting, and adherence to international standards in design and implementation.
- Plans the development of a Wide Area Network (WAN) linking the head office with all its regional offices and develop a set of protocols governing the exchange of information and communication between the locations.
- Plan the virtualisation of the operating environment to increase productivity and reduce costs.
- Establish on-going systems analysis for systems improvement and directs new system development.
- Directs the development of security strategies to protect the network and data.
- Directs the development of benchmark and baseline performance testing for in-house systems.
- Oversee the development of systems for the care and maintenance of computer and network equipment.
- Develops and maintains short and long-range plans for the implementation of technology within the Authority.
- Develop reviews, evaluates, and recommends proposals for hardware and/or software acquisition.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Develop training plan for IST staff to achieve and maintain the relevant technical competencies to deliver quality IT support and service to the head office and regional offices.
- Provides technical support to facilitate the Authority's social media programme.
- Plans the implementation of open-source platforms to reduce IT Costs.
- Recommends changes to IST policies based on new internal and external demands.

Human Resource Responsibilities

- Monitor and evaluate the performance of direct reports, prepares performance appraisals, and recommends and/or initiate corrective action where necessary to improve performance and/or attain established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching.
- Facilitates welfare and development of staff in the Division/Unit.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisation's goals.
- Contribute to the development and implementation of a succession planning framework in collaboration with the Human Resource Management Branch through the development of procedural manuals and other duties prescribed within the framework.
- Prepares and conducts presentations on the role of Division/Unit for the orientation programme.

Performance Standards:

- IST individual work plans, policies, operational plans, and strategies developed and documented in keeping with established standards, template and submitted within agreed timeframes.

- Robust IST infrastructure and technologies procured/developed in keeping with established principles, guidelines, and policies according to agreed timelines.
- Risk Management policies developed and implemented in keeping with established standards, template and submitted within agreed timeframes.
- Sound technical advice provided.
- Secure, reliable, and efficient computer network maintained in keeping with international standards and GoJ policies.
- IST policies, standards, guidelines, and procedural documents developed using prescribed templates and submitted/implemented in keeping with agreed timelines.
- Integrated computer information systems implemented in keeping with international standards and GoJ policies and implemented in keeping with agreed timelines.
- Strategic/Operational plan and budget developed in keeping with established standards, template and submitted within agreed timeframes.
- System for inventory, maintenance and tracking of equipment and parts developed and maintained in keeping with established standards and policies.
- Training sessions conducted and managed in keeping with approved training plans.
- IT Projects monitored in keeping with established standards and projects schedules.
- Staff appraisals conducted within the agreed timeframe using prescribed templates.

Required Competencies:

Core

- Written and oral communications skills.
- Leadership
- Interpersonal skills
- Problem solving skills
- Initiative
- Teamwork and Cooperation skills

Functional/Technical

- Sound knowledge of networking technologies and software development principles.
- Knowledge of international standards and best practice in ICT policy development and implementation.
- Ability to direct and coordinate the development and integration of integrated computer systems involving network infrastructure and client/server business applications.
- Knowledge of data security systems disaster recovery procedures.
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business applications.
- Knowledge of GoJ procurement process
- Ability to communicate with and understand the requirements of professional staff in their area of specialization.
- Knowledge of current ICT developments/trends

Minimum Required Education and Experience

- Graduate Degree in an ICT discipline
- At least three (3) years of experience at a senior IT level
- Project Management training
- Leadership training.

Certification

- Certification in Cisco Network Administration is an asset.
- Certification in Microsoft System Engineering is an asset.

Applications accompanied by resumes should be submitted

NO LATER THAN JULY 4, 2025 to **hrd@fla.gov.jm**

or

**The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6**

Email subject should read IST DIRECTOR

**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK. PLEASE NOTE
THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**