



## DEPARTMENT OF CORRECTIONAL SERVICES

### CAREER OPPORTUNITY

#### **DIRECTOR, MANAGEMENT INFORMATION SYSTEMS [MIS/IT 7] - VACANT**

We invite suitably qualified, motivated and service-oriented professionals who are committed to excellence and innovation in public service to apply for the post of **Director, Management Information Systems** within the Human Resource Management & Administration Division. The salary for this position ranges from **\$6,333,301 - \$8,517,586** per annum and any allowance applicable to the post.

The ideal candidate should possess a sound understanding of information systems management, digital transformation, data governance, cybersecurity principles, and business process improvement, with the ability to lead technology-driven initiatives that enhance organizational efficiency and service delivery.

#### **KEY RESPONSIBILITIES**

##### **Technical/Professional:**

- Advises Senior Managers in the review and development/access of programs, and software packages appropriate for different hardware platforms and programs that will give appropriate management support;
- Advises the Executive on technological developments/needs of the Department and innovations that can increase efficiency of operations;
- Audits network resources, ensuring that the integrity and security of the systems are optimized;
- Manages the integration of the local area network with the wider area network in order to sustain a conducive computer environment in Head Office, and its peripherals;
- Develops specifications and identify sources for all PCs, hardware, software, and computer accessories to be acquired by the Department to ensure quality, consistency and compatibility.

##### **Managerial/Administrative:**

- Analyses system usages, recommends and initiates improvements to the info systems, network system, and system programming tasks, by establishing inputs, outputs, interfaces, process requirements and setting new parameters;
- Directs the integration of the local area network with the wider area network in order to sustain a conducive computer environment in Head Office, and its remote locations;
- Ensures the security of the Department's computer networks by maintaining user authorization files, and devise measures that will prevent/reduce unauthorized access to the system, and data;
- Analyses risks, develops and executes contingency plans for installation and expansion of the system;
- Coordinates the scanning and backup of information for storage. Also coordinates the filing system present and historic files by ensuring an adequate mode of storage, and easy retrieval at the archives;

- Directs, and monitors network maintenance to ensure optimum uptime, and reliable performance;
- Establishes, where possible, appropriate linkage to the internet, and telecommunication systems and ensures their proper usage to contain cost and improve communication within and without the Department;
- Supervises the installation of system, and application software and tools;
- Sources and evaluates new technology to be employed, and ensures that users are appropriately trained;
- Certifies all purchases (goods/services) in technology;
- Prepares the Unit's Corporate and Annual Operational Plans;
- Prepares and manages the Unit's annual allocated resources;
- Attends Senior Management meetings of the Department, procurement meetings and other management meetings;
- Maintains a schedule of agencies identified with appropriate skills/competencies in providing advanced maintenance services in the field of technology;
- Conducts timely site visits to monitor compliance and efficiency;
- Liaises with Data Communications and Technology providers to ensure appropriate installation and maintenance of service(s);
- Provides technical support during emergencies;
- Develops a disaster recovery plan (including the backup and recovery of software and data);
- Implements Risk Management by developing strategies to manage it and mitigate risk by using managerial resources;
- Directs the technical facilities of the Operations
- Ensures inventory of IT equipment is facilitated and maintained by Office Manager;
- Collaborates with Office Manager to ensure inventory records are appropriately maintained.

**Human Resource:**

- Advises Senior Managers in the review and development/access of programs, and software packages appropriate for different hardware platforms and programs that will give appropriate management support;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Ensures the well - being of staff supervised;
- Performs all other related duties and functions as may be required from time to time.

**Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

**REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES****Core:**

- Ability to coordinate and integrate computer systems development, enhancement and modifications from overall information services perspective;
- Ability to evaluate and assess computer systems and hardware/software proposals for technical merit, cost effectiveness and business application;
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures;
- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Ability to monitor and report on Project Budgets across the portfolio at stakeholder and sponsor levels
- Ability to manage a range of project types and complex business initiatives and change programmes
- Excellent capability to track project benefits realisation and lessons learnt activities to feed into on-going improvements
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or another project tool
- Sound experience of resource planning against the prioritised portfolio of Projects
- Excellent oral and written communication skills
- Good understanding of Project Lifecycle
- Customer and quality focus skills
- Teamwork and cooperation
- Integrity
- Compliance
- Interpersonal skills
- Change Management

**Technical:**

- Sound knowledge of systems networking, hardware engineering and database management;
- Sound knowledge of standards and procedures in the development and implementation of ICT systems;
- Sound knowledge of the local and international ICT systems environment, including standards, practices and trends;
- Knowledge of current technological developments/trends in area of expertise;
- Expert knowledge of ICT systems analysis and design;
- Sound knowledge of Project Management principles and practices.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Computer Science, Management Information Systems, Telecommunications, Electrical Engineering/Electronics or related discipline from a recognized tertiary institution;
- Training in Leadership/Supervisory Management;
- Five (5) years' related experience, with at least three (3) years in a senior management capacity in an MIS environment.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Critical deadlines for completion of tasks;
- No adverse effect typical office environment and frequent travelling off site.
- May be required to work beyond the normal working hours;
- Exposure to high-risk environment within Correctional Facilities and their environs.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, June 19, 2026** to the:

Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street  
Kingston

Email: [career@dcsjm.gov.jm](mailto:career@dcsjm.gov.jm)

**Subject: Director, Management Information Systems**

**We thank all applicants for their interest in this career opportunity.  
However, please note, only short-listed candidates will be contacted.**

**The Department wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Department.**