



The Island Traffic Authority, a statutory bod of the Ministry of Energy, Transport and Telecommunications (METT), hereby invites applications from suitably qualified individuals to fill the following vacant positions:

1. Operations Development Specialist (Level 6)

Salary Range: \$3,501,526 – \$4,709,163 per annum

2. Data Management Officer (Level 4)- 2 Vacant Posts

Salary Range: \$2,190,302 – \$2,945,713 per annum

1. Operations Development Specialist (Level 6)

Job Purpose:

Develops Manuals, training programmes and curriculum for driver and vehicle management services, specifically as it relates to Driving Instructors and Driving Schools, and preparation of client services technical team in the build-out and maintenance of expertise, efficiency and effectiveness

Key Responsibilities

Management/Administrative Responsibilities

- Prepares Individual Work plan based on alignment with the Branch’s Operational Plan
- Develops and make presentations on various stakeholders and partners in the provision of technical and operational development services and advice.
- Participates in meetings, workshops and conferences on behalf of the Branch and Authority.
- Provides technical advice as it relates to development of technical teams and operations projects and proposals, incorporating recognised standards and guidelines



- Works with a team of specialists, Standards Operations Manager, Head of Branch and external partners to develop comprehensive Manuals, curriculum and programme
- ***Technical/ Professional Responsibilities***
- Develops Training Manuals, training curriculum and programmes for the ITA's external clients, including the development of a Driver Training Manual, curriculum and programme for Driving Instructors and Driving Schools
- Develops an in-house training programme and curriculum for ITA internal clients, including Examiners at the ITA Service Hub with tiered levels based on degree of expertise required (Level 1- 3)
- Develops and provides a set of remedial training and seminars for drivers charged with significant frequent offences, such as speeding
- Prepares comprehensive lists of all Driving instructors and Schools, and their performance levels, number of clients etc.
- Collaborates with other technical experts for the build out of all Manuals, curriculum and programmes, incorporating best practices, international standards and legal requirements
- Administers and monitors results from participant evaluations and assessments of programmes in conjunction with Human Resource Management & Development Division, recommends revisions and improvements as needed
- Assists in the preparation of methodology to determine Senior Examiners and Manager ITA Service Hubs best suited to become certified as Driving Instructors and instructors for in-house training programme
- Liaises with Licensing and Certifying Managers and Examiners in their conducting of regulatory and monitoring activities and strategies
- Liaises with learning institutions who administer the approved Driving Training programmes for Driving Instructors and Heads of Driving Schools.
- Performs random reviews of externally administered programmes and sit-ins to determine quality levels and agreements are being met and maintained
- Monitors the performance and path of trained recruits to determine the effectiveness and difference made with in-house training programme
- Liaises with partners such the JCF, JDF and academia for input in the development of Manuals and standardisation of any outsourced and/or delegations functions



- ***Human Resource Responsibilities***

- Contributes to a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the organisation's goals and initiatives
- Contributes to the development and implementation of a succession planning framework in collaboration with the Human Resource Management and Development Division
- Participates in setting the framework for culture and expectations for the onboarding or Orientation programme/process

Working Conditions

Typical office working environment, some travel to all sections of the island as needed for administration or review of training programmes relating to driver and vehicle management services

Required Competencies:

Core

- Written and oral communication skills
- Interpersonal skills
- Integrity
- Methodical
- Customer and quality focus
- Decision making and problem solving skills
- Team and results oriented
- Ability to work well under pressure

Technical

- Analytical skills
- Planning and organising skills
- Collaboration, partnering and networking skills



- Excellent knowledge of driving test programmes (theory and practical) for all classes of vehicles
- Knowledge of curriculum development and teaching methodologies
- Ability to transfer knowledge effectively to varied audience and stakeholders

Minimum Required Education and Experience

- Bachelors Degree in Social Sciences, Public Administration, Engineering or related field
- Certification/Training in Auto mechanics/Mechanical Engineering
- Training as an educator would be an asset
- Ability to pass the Instructor and training programmes
- Four (4) years experience in the development of driving training programmes and development of technical teams in driver and vehicle management services
- Holder of a valid General Drivers Licence /(Class C)

2. Data Management Officer (Level 4)- 2 Vacant Posts

Job Purpose:

Responsible for quality control procedure, checking data entry quality for systems within Client Services and Technical Services Divisions.

Key Responsibilities

Management/Administrative Responsibilities

- Prepares Individual Work plan based on alignment with the Branch's Operational Plan
- Develops and make presentations on various stakeholders and partners in the provision of data management services and advice.
- Participates in meetings, workshops and conferences on behalf of the Branch and Authority.



- Provides technical advice as it relates to data management projects and proposals, incorporating recognised standards and guidelines
- Works with a team of statisticians, data collection officers and analysts for data collection, analysis, review and monitoring

Technical/ Professional Responsibilities

- Conducts quality control checks on systems owned edited by the Authority for accuracy, procedural compliance and alignment with reporting
- Reports any errors identified during data system reviews to leaders and management for the investigation and resolution of the issues
- Generates pivot tables and charts based on areas of interests in datasets identified and ad hoc requests
- Perform and document procedures for data preparation, including data cleaning, standardisation and analysis
- Performs regular/systematic back ups for data
- Monitors that data management procedures and projects have a set timeline and quality standards
- Assists in defining and/or creating data listings, summary table validation, data specifications and/or process data transfers in preparation for statistical reviews and analysis
- Trains reporting agencies that provides data entry as a part of strategic partnerships in the correct use and update of the systems
- Develops and implements data management plans outlining measures to be taken to ensure quality data, frequent updates and comprehensive and accurate data entry.
- Reviews data protection laws and standards to ensure ITA's procedures are aligned and in compliance
- Sources data for preparation of grant or funding proposals and partnerships
- Keeps abreast of current practices, international best practices, research and developments within the responsible areas



Human Resource Responsibilities

- Contributes to a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the organisation's goals and initiatives
- Contributes to the development and implementation of a succession planning framework in collaboration with the Human Resource Management and Development Division
- Participates in setting the framework for culture and expectations for the onboarding or Orientation programme/process

Working Conditions

Typical office environment with some travelling to assist in data collection. May be required to work beyond typical working hours to meet deadlines.

Required Competencies:

Core

- Oral and written communication skills
- Presentation skills
- Planning and organising
- Team and results oriented
- Decision making and problem-solving skills
- Integrity

Technical

- Methodical
- Analytical skills
- Collaboration and partnership skills
- Excellent knowledge of data management and protection protocols and guidelines
- Understanding of digital solutions/systems for data management

Minimum Required Education and Experience



Bachelor's Degree in Information Management, Statistics, Computer Science, Data Science or related field

Three (3) years related experience

or

Associate Degree in Information Management, Statistics, Computer Science, Data Science or related field

Six (6) years related experience

Applications accompanied by resumes should be submitted to:

Senior Director, Corporate Services
Corporate Services Division
6-8 Grenada Way
Kingston 5
Email: Human.Resource@ita.gov.jm

SUBMISSION DEADLINE: Wednesday, June 3, 2026

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.