



Office of the Services Commissions

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CIRCULAR No. 100
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20th May, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill **VACANT** posts in the **Island Traffic Authority**, as detailed in the attached Vacancy Notice.

1) Office of the Director General

(a) **Technical Assistant (Level 6)** — salary: \$3,501,526 per annum.

2) Internal Audit Branch

(a) **Chief Internal Auditor (Level 10)** — salary: \$6,333,301 per annum.

3) Human Resource Branch

(a) **Director, Human Resource Management and Development (Level 9)** — salary: \$5,198,035 per annum.

(b) **Manager, Human Resource Development (Level 7)** — \$4,266,270 per annum.

(c) **Manager, Organization Development & Change Management (Level 7)** — \$4,266,270 per annum.

(d) **Senior Human Resource Officer (Benefits) (Level 4)** — \$2,190,302 per annum.

(e) **Senior Organization Development Officer (Level 4)** — \$2,190,302 per annum.

(f) **Human Resource Officer (Level 3)** — \$1,711,060 per annum.

4) Accounts / Finance Branch

(a) **Manager, Final Accounting & Reporting (Level 7)** — salary: \$4,266,270 per annum.

(b) **Manager, Financial Accounting (Level 7)** — salary: \$4,266,270 per annum.

(c) **Manager, Management Accounts (Level 7)** — salary: \$4,266,270 per annum.

(d) **Management Accountant (Recurrent) (Level 6)** — salary: \$3,501,526 per annum.

(e) **Management Accountant (Capital) (Level 6)** — salary: \$3,501,526 per annum.

(f) **Accounts Payable Manager (Level 6)** — salary: \$3,501,526 per annum.

(g) **Financial Analyst (Level 6)** — salary: \$3,501,526 per annum.

(h) **Payroll Manager (Level 6)** — salary: \$3,501,526 per annum.

(i) **Senior Final Accountant (Level 5)** — salary: \$2,803,771 per annum.

- (j) **Senior Payroll Officer (Level 5)** – salary: \$2,803,771 per annum.
- (k) **Senior Payments Officer (Level 5)** salary: \$2,803,771 per annum.
- (l) **Payroll Officer (Level 2) (2 vacancies)** - salary: \$1,439,455 per annum.
- (m) **Bank Reconciliation Officer (Level 2)** - salary: \$1,439,455 per annum.
- (n) **Payments Officer (Level 2)** - salary: \$1,439,455 per annum.

5) Legal Branch

- (a) **Legal Officer (Level 6)** — salary: \$3,501,526 per annum.

6) Projects / Programme Management

- (a) **Project Manager (Level 6)** — salary: \$3,501,526 per annum.

7) Administration and Property Management

- (a) **Property and Security Manager (Level 6)** — salary: \$3,501,526 per annum.
- (b) **Transport Manager (Level 4)** — salary: \$2,190,302 per annum.

8) Procurement Branch

- (a) **Senior Public Procurement Officer (Level 4)** — salary: \$2,190,302 per annum.

9) Information & Communication Technology Branch

- (a) **Senior Director, ICT (Level 10)** — salary: \$6,333,301 per annum.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd June, 2026 to:**

**Senior Director, Corporate Services
Island Traffic Authority
6-8 Grenada Way, New Kingston**

Email: Human.Resource@ita.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**



ISLAND TRAFFIC AUTHORITY

Permanent Secretaries, Heads of Department and Chief Executive Officer are asked to invite applicants from suitably qualified officers in their Ministries and Departments to fill the following positions within the **Island Traffic Authority**.

1) Office of the Director General

(a) **Technical Assistant (Level 6)**

JOB PURPOSE:

Provides high-level technical support to the Director General/CEO to include project, programmes and systems analysis, identification and monitoring; and the prevention and resolution of potential issues and interruptions in the achievement of the strategic direction of the ITA.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Prepares Individual Work plan based on alignment with the Division's Operational Plan
- Participates and coordinates seminars, workshops, conferences and meetings as required
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution
- Provides advice on the best management guidelines to the Director General/CEO based on proven best practices in engineering, systems analysis and programme coordination
- Provides any budget management and reporting needed for the Office of the Director General/CEO
- Reviews project documentation for adherence to legal requirements which affect the project management of the ITA

Technical/ Professional Responsibilities

- Provides initial review of Technical proposals, documentation and programmes sent to Director General/CEO, indicating levels of coordination, decisions and approvals required for symmetry and alignment across all areas of the ITA
- Reconciles communicated strategic direction and legal obligations (national and international) of the ITA with each Divisions and Branches body of major work, programmes and initiatives

- Provides a level of expertise for the analysis and monitoring of projects, programmes, initiatives and strategies, especially as it relates to Client Services and Technical Services
- Conducts research for new and emerging developments in the sector and provide comprehensive briefings and reports to the Director General/CEO
- Engages all tiers of the ITA and strategic partners to provide additional information, justifications or expansion on documents and strategies provided to the Director General, as needed
- Analyzes and provides solutions to problems regarding aspects of engineering and information analysis
- Reviews the coordination of business processes and systems to evaluate their level of efficiency and effectiveness to meet the goals of the ITA
- Prepares detailed reports on findings of research, executive analysis and programme coordination to the Director General/CEO to facilitate effective planning, scoping and management of critical initiatives and projects.

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.
- Performs any other related duties as required by the Director General/CEO

WORKING CONDITION:

- Typical office environment. May be required to work beyond usual working hours to meet tight deadlines

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Written and oral communication skills
- Interpersonal skills
- Integrity
- Customer and quality focus
- Detail oriented
- Excellent problem solving and decision making skills
- Ability to work well under pressure

Technical:

- Analytical skills
- Strategic thinking
- Excellent knowledge of the Road Traffic Act and regulations
- Knowledge of the overall legal and policy framework of the ITA including international conventions
- Excellent knowledge of engineering principles and practices
- Understanding of government operations and management

- Keen understanding and knowledge of digital solutions/systems towards automation of ITA services

Minimum Required Qualification and Experience

- Degree in Engineering, Data Science, Information Management or related field
- Training in Mechanical/Civil Engineering
- Five (5) years related experience in working closely with executive leadership in a technical capacity, especially for a regulatory agency/entity

OR

- Masters Degree in Engineering, Data Science, Information Management or related field would be an asset.

2) Internal Audit Branch

(a) Chief Internal Auditor (Level 10)

JOB PURPOSE:

Leads the audit and assessment of internal policies and procedures to monitor adherence to internal control and functioning to maintain the integrity of the ITA and its operations.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Reviews and revises the organisation's audit policies and procedures in accordance with auditing standards
- Participates in the organisation's operational strategic planning process, prepares and monitors the units operational plan and budget ensuring the work of the unit is carried out according to plan and agreed targets achieved.
- Develops the Division's Strategic, Operational Plans and Budget
- Develops Individual Work plan
- Represents the organisation at meetings, conferences and functions as directed.
- Provides guidance/advice to the ITA Board, Director General and ITA managers on internal audit matters.

Technical/ Professional Responsibilities

- Conducts risk assessment to determine audit areas.
- Liaises with external auditors where appropriate in the preparation of an audit plan.
- Manages the preparation of audit programmes for the examination and assessment of the audit area.
- Conducts site visits as necessary to monitor audit progress and/or provide guidance and on the job training.
- Reviews and signs off working papers for all audits undertaken by audit division
- Leads the preparation of audit reports, stating deficiencies, implications, make recommendations and submit report to the ITA Board, Director General/CEO and Divisional Heads.
- Meets with the ITA Board, Director General and Divisional heads to discuss audit findings.

- Follows-up Divisional heads responses to audit reports to determine whether deficiencies are corrected, improved procedures are implemented and internal controls are being adhere to.
- Attends operational meetings where the audit division has a key role in the development and verification of systems. Ensures the security of audit files.
- Facilitates the compliance by the Divisions with Internal Auditing Standards.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational 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.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisation's goals.
- Contributes to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
- Prepares and conducts presentations on role of Division/Branch for the Orientation programme.
- Performs other related duties as assigned by the ITA Board Audit Committee or Director General/CEO

WORKING CONDITION:

- Typical office environment.
- May be required to work beyond usual working hours to meet tight deadlines

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Good Leadership skills.
- Good analytical and problem solving and decision making skills
- Good organisational and time management skills
- Good Teamwork skills
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Results oriented
- Integrity
- Reliable and Confidential

Technical:

- Excellent knowledge of accounting principles and practice.
- Excellent knowledge of auditing standards and procedures including value for money audits.

- Excellent knowledge of the organisation's policies and procedures
- Experienced in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Completion of A.C.C.A Level II OR
- First degree in Management or Accounting/Business Administration or related field, or equivalent qualification
- Eight (8) year's auditing experience in Public Sector at a with four (4) years at a management level

OR

- Masters Degree in Management or Accounting/ Business Administration or related field, or equivalent qualification
- Five (5) years auditing experience in public sector with two (2) years at a management level

3) Human Resource Branch

(a) Director, Human Resource Management and Development (Level 9)

JOB PURPOSE:

Leads and manages the human resource management, talent development and organisation development functions of the ITA by ensuring that best practices are implemented to achieve organisational efficiency and effectiveness

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Provides professional advice and the interpretation of HR policies for the ITA;
- Establishes Human resource links between strategies and objectives of the Divisions;
- Establishes and describes links between corporate policies and personnel activities;
- Undertakes planning with senior staff to determine targets and goals for the activities of the Division, ensuring standardization of accompanying procedures
- Develops the Divisions Strategic/Operational Plan and Budget
- Develops Individual work plan based on strategic alignment with Division's Operational Plan
- Advises the various HR Committees that makes recommendations for the implementations of improved HR policies and programmes; the Deputy DG, Corporate Services and Director General/CEO on all human resource matters
- Represents the ITA at meetings, seminars, conferences and workshops, or on committees to examine and evaluates standards, incentive systems and HR policies and programmes;
- Directs the benefits administration of staff wellness programmes;
- Evaluates implementation of HR programmes and provide recommendations to correct weaknesses

Technical/ Professional Responsibilities

- Formulates human resource policies and procedures that guide the Human Resource functions of the ITA in keeping with government regulations and laws
- Directs the implementation of various procedures that supports the strategic objectives of the Divisions; Chairs the interview panel for recruits of Senior Management Placements;
- Recommends and guides the development of the Authority's grievance and termination policies;
- Promotes policies and programmes that support the retention of staff possessing the ability to accomplish the ITA's objectives; ;
- Monitors the HR functions to ascertain the effects on the operations of the Branch and make develop strategies for improvements.
- Monitors the preparation of Quarterly reports for submission to the Human Resource Committee
- Conducts research to support any recommended changes into Human Resource policy issues;
- Provides guidance and support to Committee that deals with infractions for staff; recommendations and reports to the Committee as necessary
- Guides the development of the ITA's training policies and the provision of talent development for staff, thereby ensuring that a skilled workforce is provided.
- Oversees the restructuring and reorganization of Divisions, Branches and Units in order that improvements in the operations can be realized
- Directs the operational reviews and studies designed to improve the workflow and processes of Divisions, Branches and Unit;
- Supports the promotion of the use of technology to increase efficiency;
- Manages the implementation and maintenance of the Performance Management & Appraisal System
- Provides guidance to the ITA staff in the preparation of their work plans;
- Establishes the recognition/reward system;
- Provides feedback to divisional heads and recommends areas for improvements as necessary;
- Promotes/enhances harmonious industrial relations climate.
- Manages the occupational health and safety of employees at various stations across the island and Head Office
- Conducts negotiations and mediating activities to maintain good working relations

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains a system that fosters a culture of teamwork, integrity, engagement, high-performance and commitment to the organization'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 CONDITION

- Typical office environment. May be required to work beyond usual working hours to meet tight deadlines

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

- Planning and Organising
- Team and results oriented
- Interpersonal Skills
- Confidentiality and Integrity
- Excellent oral and written communication skills
- Excellent time management skills and analytical skills

Technical:

- Strategic thinking
- Leadership skills
- Sound knowledge of new and diverse training needs
- Sound knowledge of Human Resource Management functions, including industrial relations, occupation health and safety and compensation and benefits
- Knowledge of Organisational Development theory, concepts and practices
- Knowledge of relevant computer office applications and systems

Minimum Required Qualification and Experience

- Masters Degree in the Social Sciences or Human Resource Management or equivalent qualification
- Training in Industrial Relations and Occupational Health and Safety
- At least five (5) years experience in a senior position of a similar nature

OR

- Bachelors Degree in Social Sciences or Human Resource Management or equivalent
- Training in Industrial Relations and Occupational Health and Safety
- Eight (8) years experience in senior position of a similar nature

(b) Manager, Human Resource Development (Level 7)

JOB PURPOSE:

Satisfies the training and development needs of the employees within the ITA in order to maximise their potentials and enable the Authority to achieve its strategic objectives.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Leads and manages the Unit for effective analysis and planning human resource development programmes and projects
- Fosters and maintains effective partnerships with stakeholders for the implementation of human resource development policies, procedures, strategies and initiatives
- Provides technical advice to Senior Manager, HRM&D as it relates to area of expertise
- Contributes to the development of the Division's Strategic and Operational Plans and Budget
- Researches and provides insights on existing and future demands and services within human resource development
- Prepares and delivers reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution

Technical/ Professional Responsibilities

- Reviews training policies and procedures to ensure congruence with Strategic/Corporate plans and objectives;
- Conducts random assessments of local training programmes to determine relevance/suitability;
- Develops the Authority's training policy and designs the training and development plans to support its mission and objectives;
- Prepares training plans and schedules for all Divisions and Branches within the ITA;
- Conducts detailed Training Need Analysis annually/bi-annually and implements based on identified priorities
- Develops and manages a training programme to support the Succession Planning Programme;
- Collaborates with Standards, Operations & Training for the development of their In-house Training for selected categories of staff at the ITA Service Hub and co-ordinates the implementation of training conducted by other officers to ensure that objectives are met;
- Establishes and maintains a cadre of competent presenters and other resource persons internally and externally and conducts evaluation of their performances;
- Maintains arrangements with local and overseas institutions to satisfy training needs of the ITA;
- Facilitates the upgrading of skills and provides maximum career advancement and development opportunities for officers
- Researches and recommends improvements to instructional methodology based upon applicable psychological and educational principles;

- Evaluates the impact of training programmes on the job performance of staff to ensure internal transfer of skills;
- Tracks and report trends in the distribution of training effectiveness and assesses cost and benefits;
- Measures the ROI per person for training assessed;
- Reviews periodically course contents to maintain relevance;
- Re-designs training programmes and methods of instruments where required based on analysis of post training evaluation
- Establishes and maintains language laboratories to facilitate multi-lingual skill-set among staff.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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
- Performs other related duties as directed by the Senior Management, Human Resource Management & Development

WORKING CONDITION:

- Typical office environment.
- May be required to visit locations for property and security review and work extended hours.
- Exposure to circumstances that may surround possible security breaches.

Required Knowledge, Skills, and Competencies

Core:

- Oral and written communication
- Team and results oriented
- Interpersonal skills
- Integrity

Technical:

- Creative and innovative
- Planning and organising
- Knowledge of new and diverse training methods and approaches
- Knowledge of relevant computer applications and systems

Minimum Required Qualification and Experience:

- Masters Degree in Social Sciences, Management Studies, Public Sector Management or related field
- Training Certificate/Teaching Diploma
- Three (3) years related experience

OR

- Bachelors Degree in Social Sciences, Management Studies, Public Sector Management or related field
- Training Certificate/Teaching Diploma
- Six (6) years related experience

(c) Manager, Organization Development & Change Management (Level 7)**JOB PURPOSE:**

Provides management analysis and organisation development services to the Island Traffic Authority (ITA) with a view to improving the efficiency and effectiveness of its operations.

KEY RESPONSIBILITIES:***Management/Administrative Responsibilities***

- Leads and manages the Unit for effective analysis and planning organisation development programmes and projects
- Fosters and maintains effective partnerships with stakeholders for the implementation of business process improvements, organisation design and development
- Provides technical advice to Senior Manager, HRM&D as it relates to area of expertise
- Contributes to the development of the Division's Strategic and Operational Plans and Budget
- Researches and provides insights on existing and future demands and services within organisation development
- Prepares and delivers reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution

Technical/ Professional Responsibilities

- Conduct organisational and strategic reviews within the Island Traffic Authority
- Documents areas in need of strengthening in terms of structure, systems and human resource developments

- Consults with Divisional and Branch Heads and other senior managers and staff in the ITA to identify and determine problems
- Conducts preliminary surveys to determine and define the objectives of the study, scope of study, appropriate methods and techniques to be employed and the requisite Terms of Reference
- Develops detailed plan of action, in collaboration with the relevant parties, including targets and deadlines
- Examines relevant statutes, regulations, directives and reports related to the organisation to determine legislative framework for functional responsibility
- Collects and analyzes data for functions within the ITA through various research methodologies
- Manages the change process through the use of change management techniques and approaches to mitigate risks of resistance
- Leads a team of change champions in the implementation and monitoring of major reform/change initiatives
- Develops Change Management and Communication Plans
- Develops new and revises existing job descriptions
- Prepares charts of existing and proposed organisational structures and functional charts
- Prepares and issues report of findings and recommendations
- Assists in implementation of recommendations
- Conducts systems and procedures studies
- Formulates recommendations to reflect business process re-engineering to eliminate duplications/overlaps and waste
- Promotes the use of technology to enhance efficient and effective delivery of service and the accomplishment of major targets and objectives
- Supports the implementation of the Performance Management Appraisals Systems (PMAS) and other reform initiatives
- Reviews, as part of a team, the work plans are properly prepared and reflect measurable performance indicators
- Facilitates the monitoring of the Performance Management & Appraisal System within the ITA to ensure equity and fairness

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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
- Performs other related functions as assigned

WORKING CONDITION

- Typical office working conditions will be required to commute frequently to conduct reviews of processes.
- May be required to work beyond usual working hours to meet deadlines.

Required Knowledge, Skills, and Competencies**Core:**

- Oral and written communication skills
- Presentation skills
- Problem solving and decision making skills
- Partnership and Collaboration skills
- Customer and Quality focus
- Planning and Organising
- Interpersonal Skills
- Integrity

Technical:

- Analytical skills
- Creativity and Innovation
- Knowledge of management/organisational analysis and design
- Knowledge of government administrative and operation systems
- Knowledge of human resource management techniques
- Strategic planning/thinking
- Use of relevant computer applications and systems, such as Visio, Projects

Minimum Required Qualification and Experience:

- Bachelor Degree in Management or Social Sciences or equivalent
- Certification/Training in Management Analysis and/or Change Management
- Six (6) years experience in Management analysis or Organisation Development or related experience

OR

- Masters Degree in Management or Social Sciences or equivalent
- Certification/Training in Management Analysis and/or Change Management
- Three (3) years experience in Management analysis or Organisation Development or related experience

(d) Senior Human Resource Officer (Benefits) (Level 4)

JOB PURPOSE:

Responsible for administering leave, pensions and other benefits for all category of workers who have served in the Public Service in accordance with the Pensions and Labour Relations Act, Staff Order and Public Service Regulations and ITA Human Resources Policy & Procedural Manual.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Develops individual work plan based on strategic alignment with the Division's Operational Plan
- Participates in and arranges meetings, seminars and workshops as required
- Prepares Annual/Quarterly/Monthly or special reports as assigned
- Prepares and delivers presentations for the sensitisation and maintenance of the performance management system and other organisation development initiatives

Technical/ Professional Responsibilities

- Computes and verifies all vacation, recreational, special, maternity, special sick and departmental leave.
- Liaises with ITA Service Hubs and Head Office for the monitoring and reporting Monthly Attendance
- Provides information concerning leave eligibility.
- Checks and verifies salaries, reclassification, appointments, and leave entitlement for all members of staff.
- Certifies the authenticity of documents submitted for the processing of benefits
- Liaises with Payroll Officer to ensure accurate payments of emoluments.
- Makes requests for National Insurance Scheme and National Housing Trust contributions of employees and retirees.
- Processes Leave Particulars for officers referred for medical board
- Maintains a record of all members of staff who will proceed on pre-retirement leave and provides counselling and sensitizations workshops for potential and pre-retirees
- Sensitizes staff on matters pertaining to labour laws and other aspects of Industrial Relations as it applies to the processing of benefit
- Prepares and submit letters for linkage of service to the Ministry of Finance & Public Service
- Requests Death Certificates, Probated Will and other documents vital for the processing of death benefits

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

- Performs other related duties as directed by the Manager Organisation Development & Change Management

WORKING CONDITION:

- Typical office working environment,
- May be required to work beyond usual working hours to meet deadlines.

Required Knowledge, Skills, and Competencies

Core:

- Oral and written communication skills
- Detail oriented and methodical
- Team and results oriented
- Confidentiality and Integrity
- Interpersonal skills

Technical:

- Planning & organising
- Knowledge of government legal requirements for benefits such as leave and pension, including Public Service Regulations
- Knowledge of government operational guidelines
- Knowledge of relevant computer applications and systems

Minimum Required Qualification and Experience:

- Bachelor's Degree in Human Resource Management or related field
- Two (2) years related experience

OR

- Associate Degree in Human Resource Management or related field
- Four (4) years related experience

(e) Senior Organization Development Officer (Level 4)

JOB PURPOSE:

To plan activities to support the development, maintenance and monitoring of the Performance Management and Appraisal System and assist in the preparation of the organisational development strategies and initiatives, such as implementation of change initiatives and preparation of of Procedural and Operation Manuals

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Develops individual work plan based on strategic alignment with the Division's Operational Plan
- Participates in and arranges meetings, seminars and workshops as required

- Prepares Annual/Quarterly/Monthly or special reports as assigned
- Prepares and delivers presentations for the sensitisation and maintenance of the performance management system and other organisation development initiatives

Technical/ Professional Responsibilities

- Participates in the Strategic and Operational Planning activities of the ITA in order to provide guidance to managers and staff in completing their divisional and individual work plans.
- Conducts PMAS sensitisation sessions within the ITA.
- Executes PMAS related change management initiatives in collaboration with other HR staff members
- Assists in the development of output focused Job Description and monitors approval of Job Description for the required posts
- Conducts development of work plans sessions as required
- Reviews samples of Divisional/Unit plans and individual work plans to ensure quality of content with operational plan and unit plan inclusion of performance standards in keeping with PMAS guidelines
- Prepares PMAS Status report for the Employee Performance Management & Appraisal Team (EPMAT) regarding the implementation and maintenance of PMAS
- Keeps abreast of any changes regarding the procedures or principles of PMAS and monitors the implementation of these changes within the Authority
- Provides training in collaboration with Training Unit for newly appointed managerial and non-managerial staff with respect to their responsibilities under the PMAS.
- Provides guidance and advice on PMAS related issues to all staff
- Prepares comprehensive PMAS compliance reports for the Manager Organisation Development and Change Management
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system
- Maintains a confidential register of performance ratings and applicable rewards/sanctions
- Develops customised PMAS material for employee orientation sessions in the Authority
- Assists in the development of the PMAS Communication Plan in collaboration with various Divisions and teams
- Assists in the development and implementation of change management strategies and approaches
- Assists in the development of process workflows and charts depicting and formalising various processes throughout the Authority

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
- Performs other related duties as directed by the Manager Organisation Development & Change Management

WORKING CONDITION:

- Typical office working environment,
- May be required to work beyond usual working hours to meet deadlines.

Required Knowledge, Skills, and Competencies**Core:**

- Oral and written communication skills
- Interpersonal skills
- Confidentiality and Integrity
- Customer and quality focus
- Team and results oriented

Technical:

- Excellent knowledge of PMAS activities, tools, functions and objectives
- Working knowledge of organisation development
- Excellent planning and organising skills
- Creativity and innovation

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management/Management Studies or related Social Science
- Two (2) years experience in a related capacity

(f) Human Resource Officer (Level 3)**JOB PURPOSE:**

Responsible for the preparation and maintenance of all human resource management records, including employee files, and leave allotment and computation to enhance a modern and efficient records management system for the ITA.

KEY RESPONSIBILITIES:**Management/Administrative Responsibilities**

- Develops individual work plan based on strategic alignment with the Division's Operational Plan
- Participates in and arranges meetings, seminars and workshops as required

Technical/Professional Responsibilities

- Processes leave (vacation, departmental, sick, study, maternity etc.,)
- Monitors attendance register/records to account for punctuality and absences
- Makes submission to convene medical board for approval for special sick leave

- Seeks approval through the relevant Senior Human Resource Officer for staff to accumulate vacation leave beyond the maximum
- Prepare and update Period of service record with leave information
- Prepare submissions Human Resource committee meeting
- Develops and maintains personnel files through manual and system updates
- Prepare job letters for employees to take to, inter alia, various Embassies and financial intuitions

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
- Performs other related duties as directed by the Chief Financial Officer

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Interpersonal skills
- Confidentiality and integrity
- Team oriented

Technical:

- Knowledge of human resources policies and procedures
- Knowledge of relevant computer applications and systems

Minimum Required Qualification and Experience

- Diploma/Associate degree in Human Resources Management or related field
 - One (1) year related working experience with in-service training
- OR**
- Four (4) CXC or GCE inclusive of Mathematics and English Language
 - Three (3) years working experience with in-service training

4) Accounts / Finance Branch

(a) Manager, Financial Accounts & Reporting (Level 7)

JOB PURPOSE

Responsible for the preparation of the accounts of the ITA and all its Divisions and for the timely submission of accurate and complete monthly and annual financial statements to the Director General/CEO and Auditor General.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Leads and manages the Branch for effective analysis, planning, and management of final accounts and reporting
- Fosters and maintains effective partnerships with stakeholders for the implementation of final accounts and reporting systems
- Provides technical advice to the Chief Financial Officer as it relates to final accounts and reporting for the ITA
- Participates in the ITA's strategic planning process, streamlines the operations of the Final Accounts & Reporting Branch with the highlighted strategic direction of the organisation
- Prepares and monitors the Branch's contribution to the Operational Plan and Budget
- Researches and provides insights on existing and future demands and services
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution

Technical/Professional Responsibilities

- Manages the preparation of the accounts of the Authority and its Divisions, namely its Recurrent, Capital A, Capital B and Deposits accounts
- Reviews reports and accounts submitted by various Divisions/projects, which are in receipt of advances, checking conformity to the requirement of the FAA Act and other relevant stipulations
- Prepares relevant and requested reports for international bodies and funding agencies according to stipulated standards
- Ensures that financial statements are supported by adequate notes where required by the requisite accounting standards
- Conducts training sessions and on the job training as required
- Responds to queries and provides information in relation to financial statements
- Reviews financial statements for inclusion of adequate notes where required by the requisite accounting standards
- Provides officers in the Branch with up-to-date copies of the FAA Act, Regulations, Instructions, MOF Circulars, Accounting Manual and other guidelines critical to the performance of their jobs

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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
- Performs other related duties as directed by the Chief Financial Officer

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

- Oral and written communication skills
- Problem solving and decision making skills
- Interpersonal skills
- Integrity
- Ability to work well under pressure

Technical:

- Analytical skills
- Planning and organising skills
- Excellent grasp and working knowledge of GoJ regulations related to public sector financial accounting
- Skilled in the operation of GoJ Financial Management Systems and in the use of Microsoft Office applications

Minimum Required Qualification and Experience

- A BSc degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognised tertiary institution plus at least three (3) years post qualification experience in Accounting
- OR
- ACCA Level 2 or any equivalent accounting/management professional qualification plus at least three (3) years post qualification experience in Accounting

(b) Manager, Financial Accounting (Level 7)**JOB PURPOSE:**

Responsible for the management of the procedures in respect of payroll, accounts payable and disbursements.

Manages the Payments Team in the effective management and coordination of payments to internal and external clients

KEY RESPONSIBILITIES:***Management/Administrative Responsibilities***

- Leads and manages the Branch for effective analysis, planning, and management of financial accounting programmes and projects
- Fosters and maintains effective partnerships with stakeholders for the implementation of financial accounting systems
- Provides technical advice to the Chief Financial Officer as it relates to financial accounting for the ITA
- Participates in the ITA's strategic planning process, streamlines the operations of Financial Accounting Branch with the highlighted strategic direction of the organisation
- Prepares and monitors the Branch's contribution to the Operational Plan and Budget
- Researches and provides insights on existing and future demands and services
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution

Technical/ Professional Responsibilities

- Accounts Payable
- Reviews operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the financial year...
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate.
- Accounts Payable and Payroll
- Establishes and maintains an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions
- Develops and monitors an adequate system for ensuring the accurate computation and payment of salaries.
- Manages that all deadlines are met for the payment of salaries and other contractual obligations provided that funds are available.
- Establishes and manages an effective system to prevent incidence of overdraft on any official bank account.
- Develops an effective, fair and proper system for the prioritisation and settlement of accounts payable.
- Establishes and maintains an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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
- Performs other related duties as directed by the Chief Financial Officer

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

- Oral and written communication skills
- Team and results oriented
- Planning and organising skills
- Problem solving and decision making skills.
- Interpersonal skills
- Integrity

Technical:

- Analytical skills
- Excellent knowledge of GoJ accounting principles, guidelines and laws
- Skill in operating computerised accounting systems.

Minimum Required Qualification and Experience

- A Masters Degree in Accounting, or Business Administration or Management Studies or any equivalent relevant qualification from a recognised tertiary institution plus at least five (5) years post qualification experience,
- OR**
- Association of Certified Chartered Accountant (ACCA) or Uniformed Certified Public Accountant (CPA) or any equivalent recognised professional qualification in accounting or management plus at least five (5) years post qualification experience,
- OR**
- A BSc degree in Accounting or Management Studies or any equivalent relevant qualification from a recognised tertiary institution plus at least ten (10) years experience in Accounting.

(c) Manager, Management Accounts (Level 7)

JOB PURPOSE:

Responsible for the preparation and implementation of the ITA's cash and accrual budgets in accordance with its approved corporate plan; guidelines prescribed by the Financial Secretary and the priorities and policies of Government.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Leads and manages the Branch for effective analysis, planning, and management of management and cost accounting programmes and projects
- Fosters and maintains effective partnerships with stakeholders for the implementation of budget management systems
- Provides technical advice to the Chief Financial Officer as it relates to management and cost accounting for the ITA
- Participates in the ITA's strategic planning process, streamlines the operations of Management Accounting Branch with the highlighted strategic direction of the organisation
- Prepares and monitors the Branch's contribution to the Operational Plan and Budget
- Researches and provides insights on existing and future demands and services Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution

Technical/ Professional Responsibilities

Expert Advice

- Advise the Chief Financial Officer on the financial performance of the ITA and on its financial status.
- Provide expert advice and specialist assistance to programme managers as required;

Planning

- As part of the senior management team assist in the development and updating of objectives and strategies of the ITA Strategic/Corporate Plan
- Participates in the quarterly evaluation of the performance of programme managers in achieving the objectives and strategies in the Strategic Business/Corporate Plan.
- Prepares budgets in line with the Ministry of Finance's guidelines as well as in accordance with the Authority's corporate plan, policy priorities and resource availability;

Expenditure Budget Formulation(Results based Management)

- Maintain a budgeting system that fits into a timetable and delivers expenditure budgets according to guidelines issued by the Ministry of Finance.
- Prepare draft expenditure budgets for the ITA through a process of co-ordination, consultation and consolidation ensuring that such budgets are prepared in accordance with:
 - The objectives and strategies of the ITA as outlined in its strategic/corporate plan;
 - The national economic and policy priorities.

- Closely analyse the budget requests from Divisions/Branch to determine that they reflect the level of allocations and guidelines established by the senior management team and are supported by realistic implementation plans where applicable.
- Provide guidance where necessary to divisions/Branches, in the preparation of the narratives in support of the budget allocations to ensure that it brings out the specific purposes and performance indicators given in the Strategic/Corporate Plan.
- Submit the consolidated draft budget estimates to the Chief Financial Officer ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved

Revenue Budget Formulation

- Review in conjunction with programme managers the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered.
- Ensure validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.
- Prepare annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated

Overall Accrual Budgets

- Prepare in accordance with the guidelines of the Ministry of Finance and the Public Service the following budget statements:
 - Income and Expenditure
 - Balance Sheet
 - Cash Flow
- To maintain control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that there is:
 - High standards of performance;
 - Value for money is achieved in the management of public finances;

Cash Management

- Directly responsible for implementing and operating an effective cash management system which includes:
 - Allocating the monthly and quarterly warrants in accordance with agreed priorities.
 - Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control.
 - Ensuring that appropriations-in-aid, if any, are fully realised.
 - Directly responsible for ensuring that expenditure against the approved budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting Division revenue etc.
- Review on an on-going basis all bank accounts to ensure that there are no large idle cash balances.

Expenditure Management (Medium Terms Results Based Expenditure Management)

- Establishes and operate a sound system for budget implementation which will ensure proper expenditure management and control, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act and the instructions there from.

- Collaborates with the Financial Analyst, monitor the implementation of the budget of Divisions to determine whether:
 - Budgetary funds are being utilised for the purposes approved.
 - Budgetary funds are efficiently, effectively and economically being used.
 - Evaluate in conjunction with Strategic Management, physical and financial performance in the implementation of the capital projects as well as activities in the recurrent budget.

Revenue Management and Control

- Establishes and maintains an effective system for ensuring the prompt receipt of all revenue receivable and all other accounts receivable;
- Monitors that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections; authorised measures are employed to improve collections and bring it in line with targets.
- Monitors all revenues collected and payable to the Accountant General for Miscellaneous Revenue are remitted promptly and that monthly reconciliation of such revenues with the Accountant General's Department is done.
- Put in place a sound system of management accounting and reporting to meet operational requirements of the ITA.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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 CONDITION

- Typical office environment. May be required to work beyond usual working hours to meet tight deadlines

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Excellent written and oral communication skills
- Team and results oriented
- Planning and organising skills
- Problem solving and Decision making skills
- Integrity
- Ability to work well under pressure

Technical:

- Excellent analytical and judgement skills;
- Leadership
- Skill in operating computerised accounting systems.
- Excellent knowledge of GoJ Accounting principles, guidelines and laws.

Minimum Required Qualification and Experience

A Masters Degree in Accounting, or Business Administration or Management Studies or any equivalent relevant qualification from a recognised tertiary institution plus at least five (5) years post qualification experience,

OR

Association of Certified Chartered Accountant (ACCA) or Uniformed Certified Public Accountant (CPA) or any equivalent recognised professional qualification in accounting or management plus at least five (5) years post qualification experience,

OR

A BSc degree in Accounting or Management Studies or any equivalent relevant qualification from a recognised tertiary institution plus at least ten (10) year's experience in accounting.

(d) Management Accountant (Recurrent) (Level 6)

JOB PURPOSE:

Responsible for the management of accounts receivable, with the direct responsibility of preparing and implementing the Authority's recurrent Budget.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Plans and participates in meetings, seminars, workshops, conferences relevant to the functions of the post, as required
- Prepares monthly, quarterly and annual reports as requested
- Develops individual work plan based on strategic alignment with the Operational and Strategic Business Plan of the Division
- Participates in the Strategic planning process for the Division and provides assistance when required

Technical/Professional Responsibilities

- Prepares draft operational budget for the ITA through coordination, consultation and consolidation
- Analyzes Operational budget requests from Divisions/Branches to determine that they reflect the level of allocations and guidelines established by the senior management team and are supported by realistic implementation plans where applicable
- Provides guidance where necessary to Divisions/Branches in the preparation of the narratives in support of the operational budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Strategic/Corporate Plan

Cash Management

- Implements and operates cash management system in respect of operational funds
- Allocates the monthly warrants/tracks monthly expenditure in accordance with agreed priorities
- Implements a mechanism for containing expenditures within the warrant limits through a system
- Facilitates the development of appropriations in aid
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances

Expenditure Management & Control

- Monitors the implementation of operational budgets funded from the budget
- Obtains and analyzes monthly financial reports to determine if funds have been utilised for the specific purposes indicated
- Evaluates in conjunction with Strategic Management the fiscal and financial performance in the implementation of the operational programmes in the recurrent budget
- Prepares draft budgets for miscellaneous revenue
- Identifies avenues for revenue intake and revenue earning capacity
- Identifies new areas for cost recovery and obtain approval for implementation
- Processes the prompt billing and invoicing of goods and services received
- Monitors the prompt clearance of cash advances

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational 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
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisation's goals
- Contributes to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme

- Performs other related duties as directed by the Manager, Management & Cost Accounting

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Team and results oriented
- Problem-solving and decision making skills
- Good interpersonal skills
- Integrity
- Ability to cope well under pressure and with strict deadlines

Technical:

- Analytical skills
- People Management
- Knowledge of GoJ budgeting principles and guidelines
- Ability to use computerised accounting systems

Minimum Required Qualification and Experience:

- A Bachelor Degree in Accounting/Management Studies/Business Administration or related discipline with accounting specialisation with at least four (4) years experience in a related field
- OR**
- ACCA Level 2 or any equivalent accounting/management professional qualification with at least four (4) years experience in a related field

(e) Management Accountant (Capital) (Level 6)

JOB PURPOSE:

Responsible for the preparation and implementation of the ITA's project budget (Capital A & B Budgets), the management (including possible investments) of all amounts held in deposits and other special funds within the ITA, operated by the Division.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Plans and participates in meetings, seminars, workshops, conferences relevant to the functions of the post, as required
- Prepares monthly, quarterly and annual reports as requested
- Develops individual work plan based on strategic alignment with the Operational and Strategic Business Plan/Corporate Plan of the Division
- Participates in the Strategic planning process for the Division and provides assistance when required

Technical/Professional Responsibilities

- Prepares draft project budget for the ITA through coordination, consultation and consolidation
- Closely analyse project budget requests from Divisions/Branches to determine that they reflect the level of allocations and guidelines established by the senior management team and are supported by realistic implementation plans where applicable
- Provides guidance where necessary to Divisions/Branches in the preparation of the narratives in support of the operational budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan

Cash Management

- Implements and operates cash management system in respect of project funds
- Allocates the monthly warrants in accordance with agreed priorities
- Implements a mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
- Reviews on an on-going basis project bank accounts to ensure that there are no large idle cash balances

Expenditure Management & Control

- Monitors the implementation of project budgets funded from the budget
- Obtains and analyzes monthly financial reports to determine if funds have been utilised for the specific purposes indicated
- Evaluates in conjunction with Strategic Management the fiscal and financial performance in the implementation of projects

Deposit Accounts

- Maintains and assigns deposit account codes
- Monitors all deposit accounts to ensure that they are being utilised for the purposes for which they were received
- Submits where necessary to Depositors monthly statement showing the activity of their account during the month and the remaining balance
- Issues internal instructions regarding the procedures for the operation of deposit accounts or any other special funds operated, subject to approval of the Manager, Management & Cost Accounting
- Conducts detail analysis of sums held on deposits regarding:
 - The projected date when the funds will be required for use
 - An appropriate secure investment for such funds, which will mature before the projected date when the funds will be required
 - The projected interest and/or capital gain expected on the investment
- Submits recommendations for approval for investments that may be pursued by the ITA
- Processes pay over for sums held on deposit under the category “Revenue Deposits”
- Assists local Deposit Managers (i.e. the accountable officer that are directly responsible for the deposit account or scheme) with technical advice to effect improvement in the operation of the programme being operated through the deposit account

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
- Performs other related duties as directed by Manager Management & Cost Accounting

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Team and results oriented
- Problem-solving skills
- Interpersonal skills
- Integrity
- Ability to cope well under pressure and with strict deadlines

Technical:

- Analytical skills
- Knowledge of GoJ budgeting principles and guidelines
- Ability to use computerised accounting systems

Minimum Required Qualification and Experience:

- A Bachelor Degree in Accounting/Management Studies/Business Administration or related discipline with accounting specialisation with at least four (4) years experience in a related field.
- OR**
- ACCA Level 2 or any equivalent accounting/management professional qualification with at least four (4) years experience in a related field

(f) Accounts Payable Manager (Level 6)

JOB PURPOSE:

Responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Plans and participates in meetings, seminars, workshops, conferences relevant to the functions of the post, as required
- Prepares monthly, quarterly and annual reports as requested
- Develops individual work plan based on strategic alignment with the Operational and Strategic Business Plan/Corporate Plan of the Division
- Participates in the Strategic planning process for the Division and provides assistance when required

Technical/Professional Responsibilities

- Directs the classification of payments according to fixed assets, stock, expenses, advances and settlement of liabilities
- Verifies that all bills, claims, vouchers, statements and like documents are properly checked for probity, propriety, regularity, authenticity before certification and acceptance of charge as an accounts payable
- Ascertains, measures and issues directive to account for prepaid and accrued expenses
- Maintains record of all cyclical payments as well as routine or ongoing contractual obligations (e.g. utilities, janitorial services, security services, consultancy services, travel claims)
- Trains and guides officers in procedures for thoroughly checking bills, claims, vouchers, and so on throughout the various offices
- Monitors that invoices, bills and so on are received for all known cyclical and contractual obligations and these are booked in accounts payable
- Rechecks in detail a sample of vouchers, claims checked and passed for payment
- Books valid bills, claims and vouchers as accounts payable within the period to which they relate and paid promptly
- Prepares, in conjunction with other Division members, responses to audits queries and observations
- Liaises with the Manager Management & Cost Accounting, Manager Financial Accounting and Programme Managers regarding any new service or acquisition of any goods, stores or assets, which has or will give rise to a liability on the part of the ITA

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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
- Performs other related functions as directed by Manager Financial Accounting

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Interpersonal skills
- Problem-solving skills
- Team and results oriented
- Planning & organising skills

- Methodical
- Integrity
- Ability to work well under pressure

Technical:

- Analytical skills
- Experience in GoJ accounting principles, specifically payments and accounts payable systems
- Ability to utilise computer applications/systems

Minimum Required Qualification and Experience

- A Bachelor Degree in Accounting/Management Studies/Business Administration or related discipline with accounting specialisation
- At least four (4) years experience in a related field

(g) Financial Analyst (Level 6)

JOB PURPOSE:

Provides financial and economic planning and forecasting of the island Traffic Authority's programmes and projects in accordance with the sector and national legislation, policies and objectives.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Researches and provides insights on existing and future demands and services
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution
- Fosters and maintains effective partnerships with stakeholders for the implementation of relevant systems relating to area of focus
- Contributes to the Branch's Strategic Business Plan, Operational Plan and Budget
- Develops individual work plans developed in alignment with strategic direction and operational plan of the Branch

Technical/Professional Responsibilities

- Develops financial benchmarks for monitoring and managing Authority's programmes and projects
- Participates in the financial appraisal of programmes and projects
- Conducts cost/benefit analyses and determines financial viability of strategies, programmes and projects

- Participates in the financial monitoring of implemented programmes and projects to ascertain conformity with established financial benchmarks
- Researches economic and financial data and sector-wide policy analyses to inform development of the Authority's Strategic Plan
- Assesses various financial models for the Island Traffic Authority, in compliance with government requirements and best interests of the ITA
- Identifies and monitors movements in inflation and other components and variables in Authority's cost constructs and fee structure in order to inform proper forecasting and price setting that in the interest of the public, government revenue and ITA operations
- Conducts research, analyses findings and reports the financial efficiency and effectiveness
- Assists in preparation of annual Statements of Accounts
- Participates in identifying alternative sources of funding for ITA's strategies, initiatives, programmes and projects
- Analyzes financial statements submitted and provides advice and analyses areas such as cost of production etc. to increase efficiency
- Utilises spreadsheets and different statistical software to analyze the information provided on various reports
- Monitors financial performance, highlighting trends and analyzing causes of unexpected variance
- Provides advice to executives based on analyses of financial information
- Analyzes complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes
- Summarises and reports information used in financial statements, quarterly reports, and the budget
- Assesses risks to financial operations and assists in conducting thorough investigations of ethical misconduct, including financial breaches and projected loss of revenue based on unethical practices

Human Resource Responsibilities

- Maintains 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
- Performs other related duties as directed by Chief Financial Officer

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Interpersonal skills
- Team and results oriented
- Integrity
- Quality focus
- Initiative

Technical:

- Excellent analytical skills
- Sound background in financial planning
- Knowledge of project management
- Sound research background
- Ability to use relevant computer applications

Minimum Required Qualification and Experience:

- Masters Degree in Financial Planning, Economics, Statistics or related discipline with Three (3) years related experience

OR

- Bachelors Degree in Financial Planning, Economics, Statistics or related discipline with Six (6) years related working experience

(h) Payroll Manager (Level 6)**JOB PURPOSE**

Manages the operation of an effective and efficient payroll system and supervises the activities of the Payroll Unit to facilitate the achievement of its objectives.

KEY RESPONSIBILITY:***Management/Administrative Responsibilities***

- Assists in developing and updating objectives and strategies of the Division's Strategic/Operational Plan
- Participates in quarterly evaluation of programme managers' performance against objectives and strategies
- Prepares progress, annual, special, and other reports as necessary
- Provides expert advice and specialist assistance to programme managers
- Represents ITA at national, regional, and international meetings, seminars, and conferences

Technical/Professional Responsibilities

- Manages the operation of an effective and efficient payroll system
- Receives correspondence regarding salaries and dispatches to relevant Payroll Officers with clarifications or explanations
- Monitors the Unit to ensure proper procedures and guidelines are followed in salary payments
- Trains staff on payroll computation, allowances, and related complexities
- Reduces/eliminates overpayments and underpayments, recommending controls for early error detection
- Oversees timely payment of salaries and deductions per FAA Instructions
- Addresses technical payroll problems unresolved by Payroll Officers
- Facilitates recovery of salary advances promptly

- Maintains Salaries Control Register and continuous records of salary particulars, including appointment date, increments, post, cost centre, salary scale, present salary, and acting appointments

Deductions and Returns

- Verifies statutory and authorised deductions are made and paid over promptly
- Ensures annual returns such as Income Tax, N.I.S., and N.H.T. are submitted promptly

Assistance with Budgeting and Employee Services

- Assists in preparing Personnel Emoluments budgets by providing relevant employee information to Management Accounts Unit
- Provides letters to employees or organisations regarding salaries

Human Resource Responsibilities

- Monitors and evaluates direct reports' performance, prepares appraisals, and recommends corrective actions as necessary
- Participates in recruitment, transfers, promotions, terminations, and leave approvals according to HR policies
- Provides leadership, planning, delegation, communication, training, mentoring, and coaching to direct reports
- Maintains a culture of teamwork, integrity, engagement, and high performance
- Contributes to development and implementation of succession planning with HRM&D
- Participates in setting culture and expectations for onboarding/orientation programs
- Performs other duties as directed by Manager, Financial Accounting

WORKING CONDITIONS

- Typical office environment; may be required to work long hours beyond usual office hours.

REQUIRED COMPETENCIES:

Core:

- Oral and written communication skills
- Team and results oriented
- Problem-solving skills
- Interpersonal skills
- Integrity

Technical:

- People management
- Planning and organising skills
- Analytical skills
- Knowledge of government payroll administration

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- **Option 1:** ACCA Level 2 Certification or equivalent accounting/management professional qualification plus at least four (4) years' experience in accounting
- **Option 2:** BSc Degree in Accounting, Management Studies, Business Administration, or equivalent qualification plus at least four (4) years' experience in accounting

(i) Senior Final Accountant (Level 5)**JOB PURPOSE:**

Prepares the ITA's accounts and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary

KEY RESPONSIBILITIES:***Management/Administrative Responsibilities***

- Prepares Quarterly/Monthly/Annual Reports as required
- Prepares Individual Work plan based on strategic alignment to the Division's Operational Plan
- Participates in meetings, seminars, conferences and workshops relevant to functions of the post, as required

Technical/Professional Responsibilities

- Prepares the final accounts of the ITA, to consist of the following accounts; Recurrent, Capital A, Capital B and Deposits
- Monitors that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgements, Payments, Depreciation Provisions, Other Provisions etc. are accurately and properly brought to account in the period to which they relate
- Prepares and manages all journal vouchers (for salary, advance clearance and other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts
- Checks and takes steps for all manual cheques and cheque cancellations to be brought into account
- Checks and takes steps for all warrant issues, warrant transfers, warrant adjustments, and cash advances to be brought to account under the relevant heads
- Prints and checks the following statements for accuracy and completeness in respect of all heads:
 - Financial Accounts
 - Statement of Financial Position (IPSAS 1)
 - Statement of Financial Performance (IPSAS 1)
 - Statement of Changes in Net Assets/Equity (IPSAS 1 & 3)
 - Cash Flow Statements (IPSAS 2)
 - Accounting Policies and Notes to the Financial Statements (IPSAS 1)
 - Fixed Assets Statements

➤ Management Accounts:

- ✓ FS1 - Trial Balance
 - ✓ FS2 - Receipts & Payments
 - ✓ FS3 - Bank Reconciliation
 - ✓ FS4 - Bank Balances
 - ✓ FS5 - Expenditure by Activity
 - ✓ FS6 - Expenditure by Object
 - ✓ FS10 - Summary of Advances
 - ✓ FS11 - List of Advances
 - ✓ FS12 - Summary of Deposits
 - ✓ FS13 - List of Deposits
 - ✓ FS16 - Miscellaneous Revenue
- Resolves errors found in any of the financial and management accounts documents stated and directs to Manager Final Accounts and Reporting for checking
 - Signs all relevant financial statements in respect of closed period for all heads then submit to the Manager Final Accounts & Reporting

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
- Performs other related functions, as required

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Team and results oriented
- Interpersonal skills
- Problem solving skills
- Integrity

Technical:

- Analytical skills
- Knowledge of the public sector final accounts
- Knowledge of government accounting and operational principles, rules, guidelines

Minimum Required Qualification and Experience

- ACCA Level 2 Certification or any equivalent accounting/management professional qualification plus at least two (2) years post qualification experience in Accounting
OR
- BSc Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognised tertiary institution plus at least two (2) years post qualification experience in accounting
OR
- Associate Degree or Diploma in Accounting or Business Administration from a recognised tertiary institution plus at least five (5) years experience in accounting

(j) Senior Payroll Officer (Level 5)

JOB PURPOSE:

Provides the timely and accurate preparation of the ITA's payroll, particularly for monthly paid employees.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Prepares individual work plan based on strategic alignment with the Division's Operational Plan
- Prepares Annual/Quarterly and Monthly Reports as required
- Participates in meetings, seminars, conferences and workshops as necessary

Technical/ Professional Responsibilities

- Direct responsibility for the control and payment of salaries and wages for complex payrolls for all employees
- Salary Computation
- Enters all relevant information in connection with the payment of salaries to the payroll system. Including:
 - Salary particulars for new employees.
 - New appointments (promotions) and acting appointments.
 - Details of deductions to be made from salaries.
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption.
- Checks and ensure that salary is correctly computed by the system and any differences/errors found are promptly corrected.
- Conducts recovery of advances and over payment of salaries
- Maintains and balances the "On and Off" salary Control Register for each payroll run.
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost center, salary scale, present salary and notes regarding acting appointment
- Monitors that all salary cheques are printed for the correct amount and for the correct payee and are dispatched for issue to the relevant persons on payday.

- Deductions and Returns
- Checks and verify that all statutory deductions and other authorised deductions are made and paid over promptly.
- Makes annual returns such as Income Tax, N.I.S and N.H.T promptly after the end of the year.

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

Other Responsibilities

- Assists in the preparation of the Personnel Emoluments budgets by providing the Management Accounts Unit with the following particulars on each member of staff:
 - Name of employee.
 - Present salary.
 - Date of appointment
 - Anniversary date for the payment of incremental salary adjustment.
 - Provides letters to employees or organisations on behalf of employees regarding salary payable, NHT contributions, Income Tax
 - Performs other related duties as directed by the Payroll Manager

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Team and results oriented
- Interpersonal skills
- Methodical and detail-oriented
- Integrity

Technical:

- Knowledge of government payroll computation and administration
- Knowledge of government operations, guidelines and rules

Minimum Required Qualification and Experience

- An Associate Degree or Diploma in Accounting from a recognised tertiary institution plus at least two (2) years post qualification experience,
OR
- AAT or CAT Level 3 or ACCA Level 1 plus two (2) years post qualification experience in Accounting.
OR
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognised tertiary institution plus at least three (3) years post qualification experience

(k) Senior Payments Officer (Level 5)**JOB PURPOSE:**

Directly responsible for payments, effecting payment based on prioritisation and budget, providing approval for payments

KEY RESPONSIBILITIES:***Management/Administrative Responsibilities***

- Organises and participates in meetings, seminars and workshops as required
- Prepares annual/quarterly/monthly and progress reports as needed
- Contributes to the Division's strategic planning process by developing Unit plans and Individual Work plans based on alignment to Division's strategic direction

Technical/Professional Responsibilities

- Manages quick and accurate payment to clients in accordance with the FAA Act, its Regulations and Instructions
- Establishes, in consultation with the Chief Financial Officer and the Accounts Payables Manager the priority basis for determining vouchers to be paid
- Streamlines the payment operations by developing an appropriate schedule of specified day of the week for the payment of specified types of payments
- Selects vouchers to be paid, based on priority policy and budget
- Oversees vouchers to be paid are sent to certifying officers for certification and subsequently to authorising officers for authorisation
- Manages the updating of accounts with the vouchers to be paid and oversees accurate payment, when required
- Monitors that when cheques are printed, they are properly secured, signed and delivered to the client as quickly as possible
- Visits outstations and provide support and advice as required
- Authorises payment vouchers
- Reviews that Payment officers enters numbers on all payment vouchers and that vouchers are properly filed

Human Resource Responsibilities

- Contributes to 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 succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme
- Performs other related functions as assigned

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Team and results oriented
- Integrity
- Methodical and detailed oriented
- Problem solving skills
- Interpersonal skills

Technical:

- Analytical skills
- Knowledge of public sector payments and accounts payable systems
- Knowledge of government operating principles, rules and guidelines

Minimum Required Qualification and Experience:

- Bachelors Degree in Accounting or Management Studies from a recognised tertiary institution, two years related experience
OR
- An Associate Degree or Diploma in Accounting from a recognised tertiary institution plus at least three (3) years post qualification experience
OR
- AAT or CAT Level 3 or ACCA Level 1 plus three (3) years post qualification experience in Accounting
OR
- Government Accounting Level 3 plus three (3) year experience in Accounting

(n) Payroll Officer (Level 2) (2 Vacancies)

JOB PURPOSE:

Conducts payments and manages assigned payrolls, including fortnightly payrolls, ensuring accuracy and timeliness.

KEY RESPONSIBILITIES:

Technical/Professional Responsibilities

Payroll Preparation & Salary Computation

- Conducts timely and accurate preparation of assigned payrolls, including fortnightly
- Enters all relevant payroll information into the system, including:
 - New employees' salary particulars
 - Promotions, acting appointments
 - Deductions, transfers, resignations, dismissals, study leave, vacation leave, resumption dates

- Checks and ensures salaries are correctly computed; promptly corrects any differences/errors
- Recovers advances and overpayments promptly
- Maintains and balances the “On and Off” Salary Control Register for each payroll run
- Maintains a continuous record of each employee’s salary particulars (appointment date, increment anniversary, post, cost center, salary scale, present salary, acting appointment notes)
- Verifies that salary cheques are printed correctly and dispatched to relevant employees on payday

Deductions & Returns

- Checks that all statutory and authorised deductions are made and paid over promptly
- Ensures annual returns (Income Tax, N.I.S., N.H.T.) are submitted promptly after year-end

Other Responsibilities

- Assists in preparation of Personnel Emoluments budgets by providing employee particulars to Management Accounts Unit
- Provides letters to employees or organisations regarding salary, NHT contributions, and Income Tax
- Prepares payroll-related returns and assists with cheque dispatch and payroll preparation

Human Resource Responsibilities

- Supports a culture of teamwork, integrity, engagement, high performance, and commitment to organisational goals
- Contributes to succession planning in collaboration with HRM&D Division
- Participates in establishing culture and expectations for onboarding/orientation programmes

WORKING CONDITIONS:

- Typical office environment; may require working beyond usual hours

REQUIRED COMPETENCIES:

Core:

- Oral and written communication skills
- Team and results oriented
- Methodical and detail-oriented
- Interpersonal skills
- Integrity

Technical:

- Knowledge of government payroll computation and administration
- Knowledge of government principles, rules, and guidelines

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 2 or CAT Level 2 plus one (1) year post-qualification experience in Accounting

OR

- Government Accounting Level 2 or Certificate in Accounting from a recognised tertiary institution

(m) Bank Reconciliation Officer (Level 2)

JOB PURPOSE:

Provides proper and timely reconciliation of the following bank accounts; Recurrent, Capital A, Capital B, Deposits and Salaries Bank Account.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Prepares Individual work plan based on strategic alignment with Division's Operational Plan
- Prepares and submits Annual/Quarterly and Monthly Reports as required
- Participates in meetings, seminars and workshops as needed based on job functions

Technical/Professional Responsibilities

- Collects bank statements and cashed cheques promptly from the bank
- Examines cheques against the bank statements to determine discrepancies
- Posts bank statements to the system
- Examine Reconciliation Summary and Details and identify and resolve any errors found until the reconciliation is balanced and free from error
- Prepares bank charges; debit advices, credit advices, stale cheques and other related documents for the preparation of journal
- Advises banks of errors in respect of items on the bank statement and follows up with bank until errors are corrected
- Prepares and submits completed Bank Reconciliation Statements to the Director Final Accounts and Reporting

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
- Performs other related duties as directed by the Manager, Final Accounts & Reporting

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Interpersonal skills
- Team and results oriented
- Integrity

Technical:

- Planning and organising
- Knowledge of manual and automated bank reconciliation operations within government

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Accounting from a recognised tertiary institution, plus at least one (1) year post qualification experience
- OR**
- AAT or CAT Level 3 or ACCA Level 1 plus one (1) year post qualification experience in Accounting
- OR**
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognised tertiary institution plus at least two (2) years post qualification experience

(n) Payments Officer (Level 2)

JOB PURPOSE:

Conducts payments and control of payrolls assigned, including fortnightly payrolls.

KEY RESPONSIBILITIES:

Technical/Professional Responsibilities

- Conducts the timely and accurate preparation of payrolls assigned
- **Salary Computation:**
 - Directly responsible for all payroll assigned, including fortnightly
 - Enters all relevant information in connection with the payment of salaries to the payroll system, including:
 - ✓ Salary particulars for new employees
 - ✓ New appointments, promotions, and acting appointments
 - ✓ Details of deductions to be made from salaries
 - ✓ Transfers, resignations, dismissals, study leave, vacation leave, and dates of resumption
 - Checks and ensures that salary is correctly computed by the system and promptly corrects any differences/errors
 - Recovers advances and overpayments promptly
 - Maintains and balances the “On and Off” salary Control Register for each payroll run

- Maintains a continuous record of salary particulars of each employee, including appointment date, anniversary date for increments, post, cost center, salary scale, present salary, and acting appointments
 - Checks that all salary cheques are printed for the correct amount and payee and are dispatched to relevant persons on payday
- **Deductions and Returns:**
 - Verifies that all statutory deductions and other authorised deductions are made and paid over promptly
 - Ensures that annual returns, such as Income Tax, N.I.S., and N.H.T., are submitted promptly after year-end

Other Responsibilities

- Assists in the preparation of Personnel Emoluments budgets by providing Management Accounts Unit with employee particulars (name, present salary, date of appointment, incremental salary adjustment date, etc.)
- Provides letters to employees or organisations regarding salary, NHT contributions, and Income Tax
- Prepares returns, dispatches salary cheques, and assists in payroll preparation

Human Resource Responsibilities

- Contributes to a culture of teamwork, integrity, engagement, and high performance
- Contributes to development and implementation of succession planning in collaboration with HRM&D Division
- Participates in setting the framework for culture and expectations for onboarding/orientation

WORKING CONDITIONS:

- Typical office environment; may require work beyond usual office hours

REQUIRED COMPETENCIES:

Core:

- Oral and written communication skills
- Team and results oriented
- Methodical and detail-oriented
- Interpersonal skills
- Integrity

Technical:

- Knowledge of government payroll computation and administration
- Knowledge of government principles, rules, and guidelines

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- **Option 1:** AAT Level 2 or CAT Level 2 plus one (1) year post-qualification experience in Accounting
- **Option 2:** Government Accounting Level 2 or a Certificate in Accounting from a recognised tertiary institution

5) Legal Branch

(a) Legal Officer (Level 6)

JOB PURPOSE:

Performs the functions as the ITA Board's Corporate Secretary to implement administrative and governance matters relating to the Board. Provides legal counsel to the ITA in the administration of its legal obligations, mandate and functions regarding road traffic management.

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Participates in the ITA's strategic planning process, contributes to the streamlining of the operations of the Branch with the highlighted strategic direction of the organisation
- Contributes to the Division's Operational Plan and Budget
- Researches and provides insights on existing and future demands and services
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution

Technical/ Professional Responsibilities

- Functions as Corporate Secretary to the ITA Board
- Advises the Board on matters relating to regulatory compliance, effective operations and corporate governance within the Board
- Contributes to the development of an Annual Board work plan, monitors its implementation and provide insight on level of progress or areas that stymie the achievement of programmes as outlined in the Board Work Plan
- Provides oversight for the preparation of Minutes, in conjunction with the Recording Secretary, and other documentation deriving from the discussions and decision of the ITA Board
- Coordinates the evaluation of the Board, its Committees and individual members in collaboration with the Board Chairperson
- Coordinates the orientation and sensitisation processes for the Board
- Assists in the review of Code of Ethics with the Board for any particular or nuanced area that would need to be included based on the unique mandate and imperatives of the ITA.
- Assists the Chairperson and members in the development of Terms of References for Board Committees
- Legal Services to the ITA

- Prepares , reviews and amends legal documents , including but not limited to contracts and Memorandum of Understanding
- Attends court and assists in conduct of legal matters where necessary, particularly to accompanying Examiners at the ITA Service Hubs as legal counsel on occasions that they are required to attend court to fulfill their duties
- Follow-up and update management on court matters and attending court hearings on behalf of the ITA
- Provides legal counsel on industrial relations matters, in the interests of the ITA and the protection of its integrity and legal and policy compliance
- Participates and advises the Authority on matters related to all stages of contracts from negotiations to post-completion
- Reviews and advise management on legal implications of internal policies and procedures.
- Liaises with the Attorney General's Chambers to produce legal advice and opinions on matters of law affecting the ITA's policies and programmes
- Prepares drafting instructions in collaboration with the relevant Divisions
- Provides legal advice to Island Traffic Authority on all areas of law which the Authority administers.
- Conducts periodic audits of ITA operations to ensure compliance with relevant laws. Implements procedures to rectify identified deficiencies and breaches.

Human Resource Responsibilities

- Maintains 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.
- Performs other related functions as directed by the ITA Board and Senior Manager, Legal Services

Working Conditions

- Typical office environment.
- May be required to visit locations for property and security review and work extended hours.
- Exposure to circumstances that may surround possible security breaches.

Required Knowledge, Skills, and Competencies

Core:

- Written and oral communications skills
- Interpersonal skills
- Team and result oriented
- Integrity

Technical:

- Knowledge of new and diverse training needs
- Knowledge of government human resource development systems
- Proficiency in relevant computer applications

Minimum Required Qualification and Experience:

- Bachelor Degree in Management Studies/Public Administration or related social science
- Training Certificate/Teaching Diploma is an asset
- Two (2) years experience in a related position

OR

- Associate Degree in Management Studies/Public Administration or related social science
- Training Certificate/Teaching Diploma is an asset
- Four (4) years experience in a related position

6) Projects / Programme Management**(a) Project Manager (Level 6)****JOB PURPOSE:**

Facilitates and coordinates the development, implementation and monitoring of all projects within Technical Services and all major projects within the Island Traffic Authority towards the development of solutions within the framework of the legal obligations, policy directives and national/sustainable development.

REQUIRED COMPETENCES:***Management/ Administrative Responsibilities***

- Prepares individual Work Plan based on alignment with the Division's Operation Plan.
- Participates and coordinates seminars, workshops, conferences and meetings as required.
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution.
- Provides advice on the best management guidelines for project management to the Deputy DG, Technical Services and other critical staff and teams.
- Assists in the development of the Division's Corporate/Strategic, Operational Plans, quarterly and annual reports and budget.
- Reviews project documentation for adherence to legal requirements which affect the project management of ITA.
- Assist with preparing the required documents, including Project Management Plans, Budgets and Schedules.
- Participates in developing and implementing procedures to improve productivity and customer service.
- Assists in the preparation of Project Management Plans including Designs, Scope Plans, Risk Plan, Quality Assurance Plan, Feasibility Budget, Estimates, Project Charter, and Project Budget.

- Certifies invoices, claims for work, services offered by contractors.
- Oversees contract award and execution processes.
- Responds in a timely manner to audit queries.
- Manages the deployment of resources on projects.
- Responds to and resolves customer complaints in a timely manner.
- Prepares routine and special reports as required.
- Contributes to the review/development of operating standards.

Technical/ Professional Responsibilities

- Collaborates with interested parties, particularly heads of Technical Branches in identifying opportunities for projects.
- Participates and facilitates the formulation of project proposals.
- Assist the administration of tender process for projects including putting projects to tender apprising and recommending tenders. Assists in the preparation of tender documents and official submissions on tenders.
- Conducts appropriate feasibility studies of project proposals and provides observations for project planning.
- Collaborates in identifying funding of projects and participates in negotiations with funding agencies.
- Formulates project agreements and ensures consistency with policy, legislation, environmental and technical standards.
- Establishes systems of control for operational and financial management of projects.
- Develop effective mechanisms for monitoring and reporting projects.
- Prepares detailed implementation plans, Gantt Charts, Kanban and other mechanisms towards project implementation.
- Evaluates project progress reports and monitors project operations are in conformity with policies, established standards and regulations.
- Prepares draft responses to Audit queries based on interviews with staff and investigations or queries and recommends a course of action for corrective mechanisms for approval.
- Prepares requisite briefs and official's submissions on matters related to the ITA projects.
- Conducts site visits and observes project operations.
- Assesses the percentage of the allotted budget spent on budget against the percentage of actual implementation.
- Assists and prepares project progress reports for funding agencies.

Human Resources Responsibilities

- Contributes to a system that fosters a culture of teamwork, integrity, engagement, high performance, and commitment to the organization'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 up the framework for culture and expectations for the onboarding or Orientation programme/process.

REQUIRED KNOWLEDGE SKILLS, AND COMPETENCES

Core:

- Written and oral communication skills
- Interpersonal skills
- Integrity
- Customer and quality focus
- Excellent problem solving and decision-making skills
- Ability to work well under pressure

Technical Competencies

- Analytical skills
- Excellent knowledge of project planning, development and management principles, activities and approaches.
- General understanding of technical area and appreciation ITA functions and services
- Knowledge of the government operational procedures
- Knowledge of planning and engineering regulations and standards
- Knowledge of contract administration

Minimum Required Qualification and Experience

- Bachelor's degree in Project Management or in Management Studies with strong project management components.
- Seven years (7) years professional experience performing similar functions.
- BSc. Degree in Construction Management/ Civil Engineering/Architecture/Urban & Regional Planning from a recognized tertiary institution.

OR

- Bachelor's degree in Engineering, Architecture, Quantity Surveying, Project Management, or in Management Studies with strong project management components.
- Postgraduate studies in Public Sector Management or Administration, Finance, Engineering, Architecture, Quantity Surveying, Project Management, Operations management or equivalent experience.

OR

- An accredited combination of related training, education, and job experience.

Specify Licensing or Certification Necessary for Job

- PMP Certification is an asset.

7) Administration and Property Management

(a) Property and Security Manager (Level 6)

JOB PURPOSE:

Manages and executes a programme of activities towards protective security and property management for the ITA in accordance with established policies and procedures

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities:

- Researches and provides insights on existing and future demands and services regarding property and security management
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution
- Develops individual work plan in alignment with Operational Plan and strategic direction of the Branch
- Develops property and security processes and protocols for all ITA locations across the island
- Provides technical advice to Manager Administration & Asset Management, Director General, Deputy DG, Corporate Services and Director General on property and security matters across all locations
- Contributes to the strategic planning process within the Administration & Asset Management Branch

Technical/ Professional Responsibilities:

- Examines and verifies requests for office accommodation and property requirements
- Develops floor plans and office layouts for the new or revised accommodations in keeping with principles of ergonomics.
- Participates in negotiations for acquisition, lease and rental of properties for the ITA. Ensures terms and conditions of agreements are consistent with the dictates of policy and that the interests of the Authority and government are secured.
- Reviews new and existing lease and rental agreements for the ITA
- Liaises with the Commissioners of Lands and Land Valuation to facilitate valuation of properties for purchase or rental.
- Negotiates and meets with persons from private sector, such as Investors, Landlords, and Real Estate Agents from time to time with a view to entering into agreements for purchase, lease or rental of premises for office accommodation.
- Manages and coordinates any changes in office layout or location based on changes in assignment or size of the ITA.
- Contributes to the formulation and implementation of energy saving initiatives and strategies.
- Liaises with the Rent Assessment Board and Legal Services Division for interpretations and application of the provisions of legislation on property rental.
- Coordinates and ensures proper inspection of government-owned and rented properties.

- Determines and recommends building repairs, maintenance, renovations or termination of arrangements.
- Contributes to the formulation of the ITA's Disaster Recovery Plan in regards to building, furniture, equipment and other paraphernalia.

Security Management:

- Develops the ITA's protective security strategy and risk assessment framework
- Conducts periodic audits/inspections to ensure physical, personnel and information security standards are being adhered/achieved
- Liaises with Ministry of National Security and JCF to ensure ITA's security standards are adequate based on assessed risks levels and in keeping with GoJ standards in protective security
- Manages the camera system of the ITA
- Monitors the implementation of the ITA's policy for handling firearms at the ITA locations, including ITA Service Hubs
- Monitors trends in security breaches or potential security breaches, recommends and coordinates implementation of remedial actions
- Manages service contracts with private security companies
- Sensitizes staff and stakeholders regarding protective security measures and their responsibilities in ensuring security standards are maintained, including the development and delivery of training in protective security matters.

Human Resource Responsibilities:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- 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.
- Performs other related duties as directed by the Director, Administration & Asset Management

Working Conditions

- Typical office environment.
- May be required to visit locations for property and security review and work extended hours.
- Exposure to circumstances that may surround possible security breaches.

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Oral and written communication skills
- Interpersonal skills
- Integrity
- Team and results oriented
- Interpersonal skills

Technical:

- People management
- Project management skills
- Negotiating skills
- Planning and organising
- Excellent knowledge of property and estate management
- Excellent knowledge of protective security and security management
- Knowledge of government policies and regulations in relation to property and security management

Minimum Required Qualification and Experience:

- Bachelors Degree in Property Management/Public Administration/ Management Studies or related social science
- Formal training in property and estate management
- Training/Certification in protective security

(b) Transport Manager (Level 4)

JOB PURPOSE:

Manages the Authority's motor vehicle fleet in accordance with ITA policies and objectives and in compliance with established regulations

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Researches and provides insights on existing and future demands and services
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution
- Develops individual work plan in alignment with Operational Plan and strategic direction of the Branch

Technical/ Professional Responsibilities

- Manages to ensure secure custody of the Authority's motor vehicle fleet.
- Oversees that all motor vehicles within the ITA's fleet meet with established standards
- Develops procedural manuals for the charting of relevant transportation related processes and procedures
- Oversees servicing and proper maintenance of motor vehicles.
- Conducts audits of motor vehicle equipment and accessories and ensures maintenance of an up-to-date Inventory.
- Implements internal systems of control in the use of motor vehicles and motor vehicle accessories.
- Arranges for Board of Survey to conduct inspections on motor vehicles.
- Organises with Manager ITA Service Hub for valid licenses for driving personnel and that only designated/ authorised personnel accesses and operates vehicles.
- Conduct investigations in cooperation with ITA Service Hubs, Road Safety Branch and JCF to determine causes of transportation crashes and to improve safety procedures.
- Maintains filing system for all transactions undertaken by the Transport Unit.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates correction action where necessary to improve performance and/or attaining established personal and/or organisational goals
- Participates in the recruitment of staff for the ITA and recommends transfers, 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
- Maintains 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
- Performs other related duties as directed by Manager, Administration & Asset Management

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

- Oral and written communication skills
- Interpersonal skills
- Integrity
- Team and results oriented

Technical:

- Planning and organising
- Background in mechanical engineering or auto-mechanics
- Knowledge of policies and laws concerning transport management

- Knowledge of standard computer applications and systems

Minimum Required Qualification and Experience

- Associate Degree in Management Studies, Business Administration or related discipline
- Training in mechanical engineering/auto-mechanics
- Four (4) years related experience
- Must be the holder of a valid General Drivers License/(Class)

8) Procurement Branch

(a) Senior Public Procurement Officer (Level 4)

JOB PURPOSE

Responsible for the preparation of the ITA's Procurement Plan for review, and supports the coordination of procurement of goods and services for the Authority, through compliant procurement processes, vendor and documentation management and procurement reporting, in adherence to relevant legislative, policy and procedural guidelines

KEY RESPONSIBILITIES:

Management/Administrative Responsibilities

- Researches and provides insights on existing and future demands and services
- Prepares reports, presentations and other official documents towards the effective management and provision of services
- Represents the ITA at national, regional and international meetings, seminars and conferences and provides required feedback and contribution
- Fosters and maintains effective partnerships with stakeholders for the implementation of relevant systems relating to area of focus
- Contributes to the Branch's Strategic Business Plan, Operational Plan and Budget
- Develops individual work plans developed in alignment with strategic direction and operational plan of the Branch

Technical/ Professional Responsibilities

- Coordinates public procurement tender closing and opening exercises
- Reviews Tender Evaluation Reports
- Assesses quotations and makes recommendations for award
- Prepares addenda to tender documents
- Coordinates the review of the ITA's contracts with Legal Services
- Maintains contract register
- Prepares the ITAs Procurement Plan
- Maintains a database with current cost and location of goods, works and services and establish liaisons with other government entities for any sources of goods and services
- Prepares Quarterly Contract Award report to be submitted to the Contractor Generals Office (QCA Report)

- Keeps track of procurement process of each submission from preparation of Tender Reports to job completion and contract termination
- Liaises with Finance & Accounts Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Updates data on Public Procurement procedures to maintain currency of knowledge and procurement requirements
- Maintain proper documentation for received Bids/Proposals
- Provides mechanisms for the adherence of Procurement Committee with submission requirements etc, indicate and rectify areas to be addressed for compliance
- Advises, supports and assists employees on all aspects of the procurement process and procedures
- Provides guidance on the ITA's procurement process to clients/customers in accordance with GoJ public procurement guidelines and rules
- Ensures invoices are received from suppliers and Programme Managers indicate the status of service provision for processing of invoices
- Ensures that cheques/payments and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order
- Liaises with Finance & Accounts Division to ensure that supplier's invoice are paid in a timely manner

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
- Performs other related duties as directed by the Manager, Public Procurement

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

Core:

- Core and written communication skills
- Interpersonal skills
- Integrity
- Problem solving and decision making
- Team and results oriented
- Quality focus

Technical:

- Planning and organising
- Negotiating skills
- Excellent knowledge of the GoJs Public Procurement Act and regulations
- Sound knowledge of the FAA Act
- Excellent knowledge of contract and tender management
- Knowledge of relevant computer application software

Minimum Required Qualification and Experience:

- Bachelor Degree in Business Administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Three (3) years related experience

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Three (3) years related experience

OR

- Associate Degree/Diploma Business Administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related experience

9) Information & Communication Technology Branch(a) **Senior Director, ICT (Level 10)****JOB PURPOSE**

Leads the activities of all areas of Information Communication Technology in the ITA. Formulates, develops and implements Information Communication Technology (ICT) policies, plans and strategies to guide the Authority in achieving its short and long term goals and objectives.

KEY RESPONSIBILITIES:***Management/Administrative Responsibilities:***

- Reviews and revises ICT policies and procedures in accordance with industry standards
- Participates in the development of the strategic direction of the Authority;
- Leads the development and implementation of the Division's operational plan and budget;
- Represents the Authority in meetings, conferences, seminars, workshops as required
- Provides technical advice to the Director General, Heads of Divisions and Branches and other relevant personnel on planning, monitoring and evaluation
- Prepares reports, presentations and other official documents towards the effective management of the Technical Services Division

Technical/ Professional Responsibilities:

- Develops, implements, and maintains policies to guide and inform the use of ICT in the Authority.
- 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 ICT infrastructure through proper planning, forecasting and adherence to international standards in design and implementation

- Plans the development of a Wide Area Cloud Network (WAN) linking the Authority with all of its agencies and portfolio entities and develop a set of protocols governing the exchange of information and communication between the entities
- Plan the virtualisation of the operating environment to increase productivity and reduce cost
- Establish on-going systems analysis for systems improvement and directs new system development.
- Provide technical expertise to the Director General/CEO and Divisional and Branch Heads to provide for adequate ICT services and to chart the course for the integration of the networks
- Directs the development of security strategies to protect the network and data.
- Directs the development of benchmark and baseline performance testing for systems.
- Oversees the development of systems for the care and maintenance of computer and network equipment.
- Develops and maintain short and long-range plans for the implementation of technology within the ITA.
- Develops reviews, evaluates and recommends proposals for hardware and/or software acquisition, especially in relation to integrated motor vehicle and driver systems
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Develop training plan for ICT staff to achieve and maintain the relevant technical competencies to deliver quality IT support and service to the Authority
- Proposes new marketing direction for the Authority by utilising social business and media
- Plans the implementation of open source platforms to reduce IT Costs
- Adapt and change ICT polices based on new internal and external demands.

Human Resource Responsibilities:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational 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.
- Contributes to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
- Prepares and conducts presentations on role of Division/Branch for the Orientation programme
- Performs other related duties as needed for the effective management of the ICT Division

Working Conditions

- Typical office working conditions.
- Will be required to work long hours, after hours, on weekends and public holidays when the need arises

Required Knowledge, Skills, and Competencies**Core:**

- Leadership skills;
- Interpersonal and people management skills;
- Communication skills;
- Problem solving and analytical skills;
- Strategic thinking
- Results/goal-oriented
- Integrity

Technical:

- Sound knowledge of networking technologies and software development principles
- Knowledge of international standards and best practice in IT 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 application
- Ability to communicate with and understand the requirements of professional staff in their area of specialisation.
- Knowledge of current technological developments/trends

Minimum Required Qualification and Experience:

- Masters Degree in an ICT discipline with relevant managerial experience
- Five (5) years of experience in related field.
- Certification in Cisco Network and/or Microsoft System Engineering would be an asset

OR

- Bachelor Degree in ICT Discipline with relevant managerial experience
- Eight (8) years of experience in a related field
- Certification in Cisco Network and/or Microsoft System Engineering would be an asset