



Ministry of Mining and Telecommunications (MMT)

The Ministry of Mining and Telecommunications, invites applications from suitably qualified persons to fill the position of Chief Executive Officer, in the Central Information Technology Office (CITO) of the Ministry.

The Chief Executive Officer (CEO) of this limited liability company reports to the Board of Directors and is accountable to the Minister of Mining and Telecommunications.

Core Functions

- Develop and execute the overall strategy and direction of CITO;
- Develop, update, coordinate and monitor the implementation of the National ICT Strategy and ICT Sector Plans;
- Develop and promulgate the adoption of government-wide ICT standards and policies to create common interoperability platforms and greater efficiency in the use of ICT resources;
- Drive the adoption of a whole-of-government view of ICT investments and embed the principles of strategic management of ICT within the policies and processes of the GOJ;
- Lead the coordination, monitoring and evaluation of GOJ ICT investments;
- Foster partnerships with stakeholders from the public sector, private sector and international Financial Institutions (IFIs) to increase ICT competence and build a national ICT culture.

Required Competence

- Ability to communicate effectively in both oral and written formats;
- Well-developed analytical skills and good judgement;
- Excellent human relations skills, including ability to build highly effective teams and to gain consensus amongst a wide range of industry partners and stakeholders;
- Ability to manage concurrent multiple projects and complex activities and deliver against set financial and operational objectives.

Minimum Required Qualification and Experience

- Minimum of three (3) years experience in a senior management position, at least two (2) of which should be related to the management and delivery of IT/ICT-based solutions;
- Masters Degree in Information Systems, Business Administration, Computer Science, Management Information Systems or Public Administration;
- A working knowledge of corporate and strategic planning;
- Highly self motivated, creative and innovative individual;
- Ability to create and implement management operational processes within a start-up organization;

Submission of Applications

Applications should be submitted to the address below no later than January 31, 2009.

**The Permanent Secretary
Ministry of Mining and Telecommunications
c/o PCJ Building, 2nd Floor,
36 Trafalgar Rd., Kingston 10**

Only short listed applicants will be contacted.