



**JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF FINANCE & THE PUBLIC SERVICE**

JOB SPECIFICATION & DESCRIPTION

POST NUMBER: 1805
JOB TITLE: Information Systems Officer
JOB GRADE: MIS/IT 4
DIVISION: Strategic Human Resource Management Division
BRANC/SECTION: Corporate Management and Establishment Branch

SUPERVISION RECEIVED FROM: Chief Research and Establishment Control Officer
NATURE OF SUPERVISION: Periodic supervision to keep informed and to monitor effectiveness/accuracy; based on functional policies.
SUPERVISION GIVEN TO:
(a) DIRECTLY: 1 System Support Officer (MIS/IT 3), 2 Data Processing Officer (MIS/IT 2)
(b) INDIRECTLY: 2 Administrators (GMG/AM 3)

1. JOB PURPOSE

To establish, maintain and develop the Units information systems and to improve the CMEB's capacity to integrate IT in work processes by improving the decision-making capacity of the division.

2. STRATEGIC OBJECTIVES

- To establish procedures for dealing with data
- To liaise with information users to develop access to data and information services.
- To liaise with various contacts to maintain integrity of the database
- To monitor systems in places for employment census data
- To perform appropriate administrative duties
- To develop new projects and keep abreast of technological development.

3. KEY OUTPUTS

- Functional data management systems
- Resolution of certain technical problems to minimize downtime
- Timely updates of databases
- Up to date web pages
- Various reports

4. FINAL OUTPUT

- Providing functional Information Systems and real time data.

5. PERFORMANCE INDICATORS

- % of assignment, ability to
 - i. The extent to which the integrity of databases is preserved.
 - ii. Develop decision analysis approach for solving issues.
 - iii. Develop priorities of activities, establish duration of tasks, and establish precedent relationships for scheduling efficiency.
- % of project undertaken
 - i. Programming done entirely based on specification produces the system in accordance with conceptual model.
 - ii. Meeting deadlines as specified.
- % of down time consequent on computer related problems
- % of accuracy of maintained web pages
 - i. Assignments are implemented in accordance with users' requirements and on time.
- User satisfaction
- Timeliness of meeting stipulated deadlines
- Management of data
- Major hardware/software problems referred to ICT

6. JOB DUTIES & RESPONSIBILITIES

To establish procedures for dealing with data.

- Incorporate data sets from a variety of formats into unit's database.
- Undertake the daily maintenance and expansion of unit databases
- Establish links between the unit's databases and other data sources.
- Develop appropriate policies and procedures for the management of the Unit's databases and for providing access to data.
- Develop appropriate data products and computerized information services
- Develop and customize software, where appropriate, to meet the unit's information management needs.
- Assist in the design and implementation of back-up procedures that will minimize recovery time after a disaster.
- Provide support to staff to solve computer related problems

To liaise with information users to develop access to data and information services.

- Liaise with data users on IT and data issues.
- Prioritize data entry work and supervise the technical aspects of data entry staff.

To liaise with various contacts to maintain the integrity of the database.

- Liaise with data suppliers on data issues, providing them with technical support and guidance
- Liaise with ISU re hardware and software support
- Provide training or seek training to ensure that the Units staff is competent in the use of its IT resources.

To monitor systems in place for employment census data

- Ensures that effective systems are in place for census data
- Liaises and visits with census agencies (i.e. ministries/departments, schools/colleges, statutory bodies, executive agencies and parish councils) and discuss the compatibility of their system with ours, re: sharing and provision of census data.
- Suggest improvements or changes where necessary.
- Participating in census data collection

To perform various administrative tasks

- Leads and manages the Units IT team in the achievement of strategic objectives.
- Plans, direct and organizes the IT work of the Unit.
- Gives feedback on IT issues and experiences to unit directors
- Maintains an up-to-date knowledge and understanding of information management policy, systems and technology.
- Undertakes appropriate administrative duties to ensure the smooth running of the unit's information service.
- Undertakes other tasks as necessary; or as directed by the Unit's Director
- Provides feedback and arrange for training
- Supervises direct reports
- Represents the Unit/Division at IT Seminars and meetings
- Answers queries relating to the Units' IT work
- Transfers skills and set performance targets
- Ensures that appropriate and current data is available for divisions web pages
- Establish guidelines to design and generate statistical and other reports for various projects as is necessary.

To develop new projects and keep abreast of technological development.

- Assist the other units in the SHRMD on ways of improving their performance by using Information Technology.

- Work with other members of staff to improve their IT capacity
- Read technical manuals and reports to maintain knowledge of hardware and software.

7. AUTHORITY

- Determine duration of data assignments
- Determine form design or report formats to be used
- Determine user training requirements
- Identify and recommend areas of operation that need upgraded equipment.

8. RESOURCES MANAGED

- N/A

9. CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Chief Research and Establishment Control Officer	To advise and update on projects undertaken
PD and Chiefs, CMEB	To ascertain updates for web pages and ICT needs
CMEB and Myhr+ ICT Staff	To liaise to ensure the smooth running of ICT systems
MOFPS ICT Staff/Consultants	To deal with more technical IT issues and to facilitate the updates of web pages

External

<i>Contact</i>	<i>Purpose</i>
Ministries/Departments Executive Agencies Public Bodies Schools/Colleges	To liaise to determine system compatibility as it relates to the provision and sharing of data.

10. MINIMUM REQUIREMENTS TO START

QUALIFICATIONS & EXPERIENCE

- BSc. in a Computer-related field from a recognized tertiary institution is desirable.
- Two (2) years' experience in development and maintenance of Data Management Systems.
- Equivalent combination of education and experience, which demonstrates the ability to perform the duties.

SPECIFIC KNOWLEDGE & SKILLS

- 4GL Language
- PowerBuilder or Visual basic
- Project Management
- Database Management Systems
- Full awareness and skills in modern programming languages and API integrations

COMPETENCIES

- Teamwork
- Job Knowledge
- Problem Solving and Analysis
- Quality of Output
- Communications
- Customer Relations
- Initiative

11. SPECIAL CONDITIONS OF THE JOB

- N/A

Incumbent _____
Date

Name of Supervisor _____ Job Title of Supervisor _____

Signature of Supervisor _____ Date _____

12. VALIDATION

The Head of the Division’s agreement as signified below has validated this document:

Name of Head _____ Job Title of Head _____

Signature of Head _____ Date _____