



## **TERMS OF REFERENCE**

### **PUBLIC SECTOR TRANSFORMATION & MODERNISATION PROGRAMME**

### **SHARED CORPORATE SERVICES PROGRAMME**

#### **CENTRALIZATION OF LEGAL SERVICES PROJECT (TRANSITION TEAM)**

#### **PROJECT MANAGER, INFORMATION & COMMUNICATIONS TECHNOLOGY**

##### **1.0 Services Required**

The Government of Jamaica (GoJ), under the auspices of the Public Sector Transformation and Modernisation Programme (PSTMP), Office of the Cabinet (OoC), is seeking to recruit an experienced Information Communications Technology (ICT) professional, ideally with project management experience, to support the transition and integration of the provision of ICT services to the Attorney General's Chambers (AG's Chambers).

##### **2.0 Background**

The Government of Jamaica (GOJ) has decided to implement the recommendation encompassed in the Public Sector Master Rationalization Plan to centralize the provision of legal services. Transition to a centralized organization must be approached strategically and systematically as the changes are manifold. A coordinated approach supported by senior leadership is essential. Given the complexity of the exercise, a structured approach is crucial to meet the commitment of centralized legal advice and services for the GOJ. An effective way to ensure this structure is in place, and therefore, increases the chances of success, is through the adoption of a project management approach using a temporary full-time, transition team with expertise in key areas.

Once the Transition Project Team (TPT) is in place and has completed preparatory work, Ministries and other central government organizations' Legal Service Units (LSUs) will be centralized one by one as arrangements are made and Memoranda of Understanding negotiated

between the AG's Chambers and the organizations being centralized. The TPT will assist the AG's Chambers with the transition of LSUs to the AG's Chambers. Initial phases of the project will focus on strengthening the AG's Chambers' structure and functioning, while moving responsibilities and positions of LSUs to the AG's Chambers.

### **3.0 Assignment Objective**

The purpose of the assignment is to support the AG's Chambers and the Solicitor General (SG), in particular, in the strategic and daily operational management of the project.

### **4.0 Scope of Work**

The successful transition to centralized legal services under the ambit of the AG's Chambers is heavily dependent on the successful upgrade and stabilization of that organization's ICT platform and systems. The purpose of the assignment is to support the AG's Chambers' overall Project Implementation Plan by managing the implementation of new software and hardware tools to support the workflow within a centralized headquarters and 17 off-site offices.

The Project Manager, ICT will work in collaboration with the Manager, Information Services (MOJ) to ensure the effective project management of the software and hardware components of the project, including planning and reporting, implementation of project activities, review, and evaluation. Additionally, the Project Manager will be responsible for ensuring project and Information Management/Information Technology (IM/IT) documentation pertaining to the IM/IT components of the project, and that all supporting documents are properly kept. The Project Manager is also required to support the transition and integration of the provision of ICT services to the AG's Chambers, and ensure that all services are successfully delivered.

At a minimum, he/she will be expected to:

- Work with the Project and Change Management Executive, the Manager, Information Services (MOJ), and other key stakeholders to define priorities and requirements;
- Develop and implement an ICT Transition Project Plan in collaboration with the Manager, Information Services (MOJ);
- Oversee data migration, the technical interface with other system and systems configuration and deployment;
- Liaise with MOJ's Manager, Information Services, the AG's Chambers, and other key stakeholders to resolve issues and ensure client requirements are met;
- Recommend technical strategy, policies and procedures;

- Develop and operate technical testing programs in accordance with established MOJ standards;
- Produce technical documentation;
- Report on progress/issues to management and users;
- Ensure management supports and uses the new IM/IT systems;
- Develop back-up and disaster recovery measures;
- Collaborate with Ministries, LSUs, and Divisions/Units within the AG’s Chambers to support seamless transition to new software and hardware, as applicable; and
- Develop and deliver training to staff on new software and hardware.

## 5.0 Deliverables

### 5.1 The deliverables under this project are outlined in the table below. All documents submitted must conform to the following minimum standards:

- should follow the draft outline that is to be submitted to and approved prior to the deliverable being formally submitted;
- use language appropriate for a non-technical audience;
- be comprehensive, properly formatted and well presented;
- provide justifications for all assumptions;
- show evidence of consultation;
- be presented to the Steering Committee to allow for feedback and comments;
- final version of deliverable to incorporate Steering Committee feedback and be submitted in electronic editable format and two hard copies.

### 5.2 Table - Deliverables

NO.	KEY DELIVERABLES	DESCRIPTION
1.	ICT Transition Project Plan	<p>The Project Management Plan must conform to accepted project management standards, identifying how and when the project objectives will be achieved; clearly defining the deliverables, milestones, activities and resources required for successful project execution, and must at a minimum detail how the following will be addressed under the project:</p> <ul style="list-style-type: none"> <li>• Scope Management</li> <li>• Requirements Management</li> <li>• Cost Management</li> <li>• Schedule Management</li> <li>• Budget Management</li> <li>• Quality Management</li> <li>• Human Resource Management</li> </ul>

NO.	KEY DELIVERABLES	DESCRIPTION
		<ul style="list-style-type: none"> <li>• Stakeholders Management</li> <li>• Communications Management</li> <li>• Risk Management</li> <li>• Procurement Management</li> <li>• Implementation</li> </ul> <p>Final Project Plan must be submitted to the AG's Chambers and the Project Sponsor no more than six (6) weeks after contract signing.</p>
2.	Policies and Protocols	Development and implementation of written guidelines, policies, and protocols to address ICT operations
3.	Training	Development and implementation of training programmes to equip staff with the skills to use the new software and hardware.
4.	Monitoring and Evaluation	<p>This will include the following:</p> <ol style="list-style-type: none"> <li>1. Ongoing monitoring status reports and adjustment to plans, as required;</li> <li>2. Data Collection and Reporting Format</li> </ol>
5.	Monthly Progress Reports	<p>The officer will be required to submit Monthly Progress Reports, summarising:</p> <ul style="list-style-type: none"> <li>• the progress made during the period (i.e. planned vs. actual targets, etc.)</li> <li>• the proposed activities for the ensuing month</li> <li>• risks, challenges, gaps, and recommendations for addressing them</li> <li>• Advice and recommendations to the AG's Chambers' Executive Committee to support the transition to an integrated delivery of ICT services.</li> </ul>

## 6.0 Reporting Relationship

The officer will report to the Project Management Executive.

## **7.0 Supervisory Responsibility – None**

## **8.0 Technical Expertise Required**

The ideal candidate should possess:

- Bachelor's Degree in Computer Science/ICT, or equivalent
- Experience in multiple ICT disciplines, such as software development, networking, technical support, systems architecture, etc.
- Proven senior management experience for a minimum of five (5) years
- Advanced knowledge of Information Management and Technology software and hardware systems
- Certification such as Microsoft Systems, Cisco, CCNA or CISA would be an asset
- Experience leading IM/IT projects; and experience developing and delivering training would also be an asset

The candidate will also be expected to demonstrate the following:

- Analytical and problem-solving skills
- Ability to manage stakeholders and professional relationships
- Sound analytical and problem-solving skills
- Excellent oral and written communication and presentation skills
- Excellent time management skills
- Excellent people and team building skills
- Ability to deal with people at varying levels of the organization

## **9.0 Key Interfaces**

### ***9.1 Internal***

- Change Management Executive, Solicitor General, Deputy Solicitors General, Systems Administrator (AG's Chambers), ICT Unit, Director, Human Resource and Administration

### ***9.2 External***

- MOJ's ICT Team, ICT service providers, relevant government agencies

## **10.0 Location and Working Conditions**

The officer will be provided with office space at the AG's Chambers at the NCB North Tower, 2 Oxford Road, Kingston 5, including:

- administrative support;
- access to information and managerial/technical personnel;
- any other assistance that may be reasonably required to undertake the duties identified in this Terms of Reference.

### **11.0 Travel**

The officer may be expected to travel to other LSUs.

### **12.0 Expected Hours of Work**

This is a full-time position, with the normal working days and hours being Mondays to Thursdays (8:30 a.m. to 5:00 p.m.) and Fridays (8:30 a.m. to 4:00 p.m.). However, he/she should expect to work beyond normal working hours (including weekends), based on the exigencies of the job.

### **13.0 Commencement Date and Period of Execution**

The officer is expected to commence duties by April 2018. He/she will be contracted for one (1) year in the first instance; after which, the contractual terms will be reviewed and an extension of the period may be considered for another 12 or 24 months.

Interested persons should forward their applications and curriculum vitae **NO LATER THAN Wednesday March 14, 2018** to: -

The Procurement Specialist  
Strategic Public Sector Transformation Project  
Ministry of Finance & Public Service  
30 National Heroes Circle  
Kingston 4  
Email: spstp@mof.gov.jm