



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

MANAGER, INFORMATION AND COMMUNICATION TECHNOLOGIES
(LEVEL 8)

(\$2,681,717 p.a.- \$3,352,145 p.a.)

(Plus any other allowances)

JOB PURPOSE:

Under the direction of the Executive Director, the incumbent coordinates the installation, development and maintenance of hardware and software, formulates applications, management systems, policies and makes recommendations on future information management planning.

KEY OUTPUT

- IT Security Disaster Recovery and Business continuity policies and practices developed
- Management Information System (including the Industrial Property Automation System) maintained.
- Records and documentation methods and procedures formulated, installed and monitored.
- Fee structure determined for IP information services in consultation with Legal Counsel.
- Information Technology Strategic Plan developed.
- JIPO website/Internet design completed.
- Conferences, seminars and training sessions planned, coordinated and attended.
- Linkages established, maintained and fostered with managers, divisional heads and general staff and stakeholders to achieve organizational goals.
- Business relationships built and maintained with key stakeholders.
- Annual corporate, operational and strategic plans and budgets prepared.
- Performance reviews completed and submitted for staff supervised.
- Information Management Systems Security Plan developed.
- Expert advice and recommendations provided on IT related matters.
- IT development targets aligned with the organizational strategies.
- E-JIPO executed and implemented.



KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Confers with the Executive Director and Deputy Director on the development and maintenance of the JIPO's website, the Intellectual Property information services and proposes strategies for the design, development and implementation of new IP information services.
- Meets with managers to discuss system requirements, specifications, costs and timelines and develops, implements and monitors information technology systems for various divisions and functions.
- Determines in consultation with the Legal Counsel, the fee structure for various Intellectual Property information services provided by JIPO.
- Controls the budgets and expenditure for information technology.
- Ensures that technology is accessible and the organisation equipped with current hardware and software.
- Provides expert advice, support and recommendations on all IT matters and represents JIPO at meetings organized at national and international levels.
- Provides functional directions and technical support across the organisation on all aspects of IT.
- Ensures access and utilization of information systems such as email and internet in the networking of information technology.
- Liaises with the Cabinet Office, Ministry of Finance and Planning and Ministry of Industry, Investment and Commerce (MIIC) on the planning, development and implementation of organizational initiatives.

MINIMUM REQUIRED EDUCATION AND EXPERIENCES

- Postgraduate Degree in Management Information Systems, Information and Communication Sciences, Computer Science or any related discipline.
 - At least five (5) years related experience.
 - Any certification in Intellectual Property would be an asset
- OR**
- Undergraduate degree in Computer Science, Information and Communication Sciences or any related discipline.
 - At least seven (7) years related experience.
 - Any certification in Intellectual Property would be an asset



SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical working environment, no adverse working conditions.

Applications accompanied by resume should be submitted **no later than Friday, October 22, 2021** to:

**Director
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

Email: hrma@jipo.gov.jm

Fax: 927-6744

Please note that we thank all for responding, but only short listed applicants will be contacted.