



Government of the Republic of Trinidad and Tobago
MINISTRY OF FINANCE

Information Communications Technology Division

Notice of Vacancy

The Permanent Secretary, Ministry of Finance is inviting applications from suitably qualified persons to fill the contract position of Manager, Networks and Infrastructure for a period of three (3) years.

MANAGER, NETWORKS AND INFRASTRUCTURE – 1 Position

JOB SUMMARY

The incumbent is required to efficiently manage the operations, maintenance and development of the technology infrastructure and communications networks of a large Ministry/Department, under the direction of the ICT Director. Duties include: delivery of secure IT operations; development of high availability technology infrastructure; provision of efficient network operations and network management; management and operations of efficient messaging services; effective management and maintenance of the data centre infrastructure; delivery of successful ICT infrastructure projects; meeting and exceeding targeted service and availability levels; and supervision of professional, technical and support employees.

DUTIES AND RESPONSIBILITIES:

- Conducts security risk assessments and business impact analyses for all information systems and computer installations within the Ministry/Department, and implements appropriate security strategies and controls;
- Maintains an in-depth knowledge of specific technical specialisms in the areas of technology infrastructure, computer networks, messaging and communications infrastructure including VoIP, UC, telephony services and mobile technology, provides expert advice regarding their application, and supervises other technical specialists;
- Monitors the ICT marketplace to understand new and emerging hardware and software technologies and products such cloud computing, SaaS and data

analytics; and assesses their relevance and potential value to the Ministry/Department;

- Coordinates the planning, designing and testing of maintenance procedures and contingency plans to address the availability, integrity and confidentiality of the ICT which supports the critical business processes of the Ministry/Department, and ensures that agreed levels of continuity are maintained;
- Creates the network and communications plans for the Ministry/Department, establishes related service level agreements, and plans the IT infrastructure to deliver network and communications services to meet these agreements;
- Manages and successful completes the Ministry/Department's networking and infrastructure projects, including the identification and mitigation of project risk, ensuring quality in project delivery, and facilitating effective utilisation of available resources;
- Produces network and system designs, policies, strategies, architectures and specifications for the networks and technologies required to support the business requirements and ICT strategy of the Ministry/Department;
- Manages the installation, testing, commissioning/decommissioning of system software, hardware, communications and networking infrastructure in accordance with agreed quality and safety plans;
- Manages the operations, control, usage and maintenance of the Ministry/Department's ICT infrastructure, and ensures that agreed service levels are met, and that maintenance and support procedures are adhered to;
- Monitors information technology service component capacity and initiates actions to resolve any shortfall in accordance with agreed policies and procedures;
- Ensures that the network and infrastructure meets all agreed performance targets and service levels, and implements arrangements for disaster recovery and for testing of the recovery procedures;
- Negotiates service level agreements for network and infrastructure components, diagnoses service delivery problems, and initiates action to maintain and continuously improve the levels of service delivery;
- Ensures the effective administration of the acquisition, storage, distribution and movement of IT assets throughout the Ministry/Department;
- Monitors the application of, and compliance with, security operations procedures; and reviews information systems for breaches in security and takes appropriate actions;
- Manages the operations and control of the IT infrastructure of the Ministry/Department, and ensures that the infrastructure is managed in accordance with agreed standards and procedures;
- Manages the efficient provision of network maintenance and support services, including timely and satisfactory resolution of network problems and requests for support and;
- Supervises professional, technical and support staff engaged in performing duties related to particular specialization;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the tools and techniques required for the management and control of ICT within a large government based or business organisation.
- Considerable knowledge of project management tools and techniques.
- Knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Knowledge of relevant financial and procurement processes, rules and regulations.
- Ability to manage multi-disciplinary teams and technical staff.
- Ability to think creatively and to implement leading-edge technology solutions.
- Ability to negotiate and manage complex technical contracts.
- Ability to communicate effectively both orally and in writing.
- Ability to manage change in the public sector.
- Ability to promote teamwork and to manage conflict.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public and external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of five (5) years' experience at a management level, including at least two (2) years in the successful development, implementation, management and operation of networks/communications
- infrastructure and data centre technology/infrastructure, and at least eighteen (18) months' experience in the public sector.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.
- PMP project management certification.

Any equivalent combination of experience and training will be considered.

SUBMISSION OF APPLICATIONS

Terms and conditions of employment on contract are in accordance with Personnel Department Circular Memorandum No. 1 of 2015 dated October 16, 2015.

Interested persons should forward their applications and Curriculum Vitae no later than **Friday February 23, 2018**, to:

**The Permanent Secretary, Ministry of Finance
Attention: Director of Human Resources
Ministry of Finance
Level 7
Eric Williams Financial Complex**

Independence Square, Port of Spain

We thank all applicants for their interest and advise that only shortlisted candidates will be contacted.