

CAREER OPPORTUNITY

Applications are invited from suitably qualified internal candidates to fill the post of:

Manager, Information and Communication Technology MIS/IT 6, Administration

Job Summary/Responsibilities

Under the guidance of the Executive Director, the Manager, Information and Communication Technology will oversee the activities of all areas of Information and Communication Technology (ICT) across the Foundation.

1. Provide strategic leadership and oversight for the Foundation's ICT operations, including the development and implementation of ICT policies, technology plans, infrastructure, network systems, cybersecurity measures, disaster recovery initiatives, and data protection strategies to support organizational objectives.
2. Lead the design, implementation, maintenance, and continuous improvement of ICT systems and services, ensuring reliable, secure, and efficient technology solutions that enhance business processes, productivity, communication, and service delivery across the Foundation's offices, centres, and outreach sites.
3. Manage ICT resources and technical support functions, including hardware and software evaluation and acquisition, equipment and inventory management, performance monitoring, staff training and development, and the provision of expert technical guidance to ensure the effective use of technology throughout the organization.
4. Provide strategic leadership and management of the Foundation's ICT function, including reviewing and developing ICT policies and procedures, participating in organizational strategic planning, and preparing and monitoring departmental operational plans and budgets to ensure alignment with the Foundation's goals and objectives.
5. Serve as the Foundation's principal ICT advisor and representative, providing expert guidance to senior management on ICT matters and representing the Foundation at meetings, conferences, and other professional forums related to information and communication technology.
6. Lead and manage the ICT team by providing effective supervision, performance management, coaching, mentoring, and staff development; participate in recruitment activities; and ensure compliance with the Foundation's policies, procedures, and regulations while fostering a high-performance work environment.

Required Skills/knowledge and Competencies

1. Strong technical expertise in Information and Communication Technology (ICT), including network infrastructure, operating systems, cybersecurity, database management, hardware and software administration, troubleshooting, equipment maintenance, and emerging technology trends within the public and private sectors.
2. Demonstrated leadership, analytical, and project management capabilities, with the ability to develop strategic solutions, manage complex ICT projects, drive innovation, oversee change initiatives, allocate resources effectively, and supervise technical teams to achieve organizational objectives.
3. Excellent interpersonal, communication, and customer service skills, complemented by high ethical standards, integrity, sound judgement, problem-solving ability, teamwork, compliance orientation, and the ability to manage multiple priorities in a dynamic environment.

Minimum Required Qualifications and Experience

- Bachelor's Degree from a recognized institution in Computer Science OR Information Technology OR equivalent
- Technical expertise in IT Systems
- Four (4) years' experience in a related technical IT position and at least 2 years in a managerial capacity.
- Experience in related IT disciplines such as data management, hardware platforms, network administration and outsourced systems.

Applicants, who meet the criteria, are invited to refer their application accompanied by a résumés no later than

Friday, July 3, 2026 to the:

Manager,

Human Resource Management & Development – Acting

Women's Centre of Jamaica Foundation

42 Trafalgar Road

Kingston 10

Email vacancywc1991@gmail.com

We thank you for responding, but only shortlisted candidates will be contacted.