CIRCULAR MEMORANDUM
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FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

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SUBJECT: VACANCY NOTICE – CHIEF INFORMATION OFFICER (CIO), CENTRAL INFORMATION TECHNOLOGY OFFICE, MINISTRY OF FINANCE

DATE: 14th August, 2019

Applications are invited from suitably qualified persons to fill one (1) vacant post of Chief Information Officer (CIO), Ministry of Finance.

1. Accountability and Objective:

Responsible for overseeing all technical aspects of the Government Information Technology System and developing and maintaining the technological resources of the Government of Belize for organizational growth; providing vision and leadership for developing and implementing Information Technology initiatives aimed at furthering the Government's program for eGovernance and Digital Transformation. Directing the planning and implementation of comprehensive IT systems in support of business operations to improve cost effectiveness, service quality and business development, as well as supervising senior technical staff and for overall efficient management of the day-to-day operation of the Central Information Technology Office (CITO).

2. Dimension of Position:

A. Nature and Scope of the Post:

The Chief Technology Officer has the responsibility for the overall management and supervision of CITO, for the successful achievement of its mandate to provide vision and leadership for planning, implementation and management of communication and information technologies that support the Government's IT management system. The incumbent will also direct and manage Information Technology strategic plans, policies and programs using the Belize e-governance strategy and vision. The Officer will also provide leadership and guidance in management for information technology systems, network communications, transactional database and effective network information management and security systems; to develop and maintain the framework for a responsive, reliable, and secure ICT infrastructure.

The position is also responsible for providing executive and administrative management of government's existing and future technology infrastructure and network and provides administrative and technical support to Government's e-Government/Digital Transformation programs in support of the e-Government strategy and work plan, in line

with Government's ICT policies. The incumbent also leads the deployment and/or upgrade of ICT systems and of eService that will support each designated Ministry's digital transformation vision and objectives; as well as citizens' online participation and interaction.

B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE:

1. **LEADS** in the development and management of strategic and operational plans for accomplishing the strategic and operational goals and objectives of CITO and devising annual budgets in keeping with the operational plans.

2. **DIRECTS** the development and implementation of policies and procedures, including those for architecture, security, disaster recovery plans, standards, purchasing and services provision for all Ministries and Departments.

3. **MANAGES** departmental operational and strategic planning, including business requirements and project planning; organizes and negotiates the allocation of resources.

4. **ENSURES** the ongoing stability and integrity of the major ICT systems utilized by Government and under the direct management of CITO.

5. **ENSURES** that architecture design, software development and solution management are aligned with e-government objectives and priorities.

6. **SERVES** as lead project manager for the design, implementation, customization and maintenance of major software applications, network infrastructure, website development and all ICT projects.

7. **DEFINES** and communicates project milestones, service level agreements, department targets and resource allocations to Ministry, technical staff, and internal customers; ensures that technological processes and services comply with all existing requirements, laws and regulations.

8. **ENGAGES** actively in providing creative inputs for the development of new tools and systems, enhancement to existing tools/systems or new ways of using/integrating tools/systems.

9. **ANALYSES** trends in user experiences in order to prioritize enhancements to ICT Systems within GOB and ensures their continual improvement; reviews performance of systems to determine operating costs, productivity levels; evaluates effectiveness and makes recommendation for improvement when necessary.

10. **COLLABORATES** with team members within designated ministries to analyze, recommend, plan, design, develop, and/or implement solutions that meet strategic, usability, performance, reliability and control standards for consumers; produces an interactive website that will enable vendors to participate or transact business with GOB anywhere and at all-time using web devices via internet.

11. **ENHANCES** the existing systems development methodologies, procedures; provides manuals, documentation of best practices, configuration, support and systems analysis and development of the ICT systems used by the designated ministries.

12. **PROVIDES** technical support for the re-engineering of applications support and business processes; ensures that they are aligned with tactical planning and strategic vision; oversees the production of documentation and diagrams of new systems installation and deployments, and updates/maintains existing documentations and diagrams.

13. **ACTS** as liaison between designated ministries, agencies and ICT Vendors to ensure successful delivery of services.

14. **PARTICIPATES** in International, Regional and Local e-Governance and ICT forums and discussions and remain current with trends and best practices in e-Governance and ICTs in general.

15. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

C. Requirements:

1. Qualifications/ Experience:

a) Master's degree in Computer Science, Information, Management Information Systems; ICT Project Management or related field as well as industry-recognized professional certification with five (5) years related experience.

Or

b) A Bachelor's Degree in Computer Science, Information, Management Information Systems; ICT Project Management or related field with a minimum of ten (10) years' related experience; Five (5) years of which must in the management or leadership role or managing and/or directing IT projects and/or logistics.

2. Knowledge/Skills/Competencies:

i. Must have knowledge of systems and development for business requirement analysis.

ii. Thorough knowledge of the operations, care and adjustment of electronic computers and related peripheral equipment.

iii. Knowledge of National and International Standards (ISO standards for ICT system)

iv. Must have ability to build strong interpersonal relationship with peers, brand leaders, and other senior management throughout the organization

v. Must be able to align multiple strategies and idea; multitask, prioritize and manage time efficiently.

vi. Excellent Leadership skills

vii. Excellent verbal and written communication skills.

3. Reporting Responsibility:

The Chief Information Officer will directly report to the Financial Secretary, Ministry of Finance.

4. Salary

Government Pay scale 25 of $47,624 x 1,644 - $78,860 per annum.

Interested persons who consider that they have met the qualifications stated and have the aptitude for posts of this nature are requested to submit an application to the Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Sir Edney Cain Building, **no later than Wednesday, August 28th, 2019.**

GLENDA VALDEZ (MS.)
For CHIEF EXECUTIVE OFFICER

c. Acting Director, CITO
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